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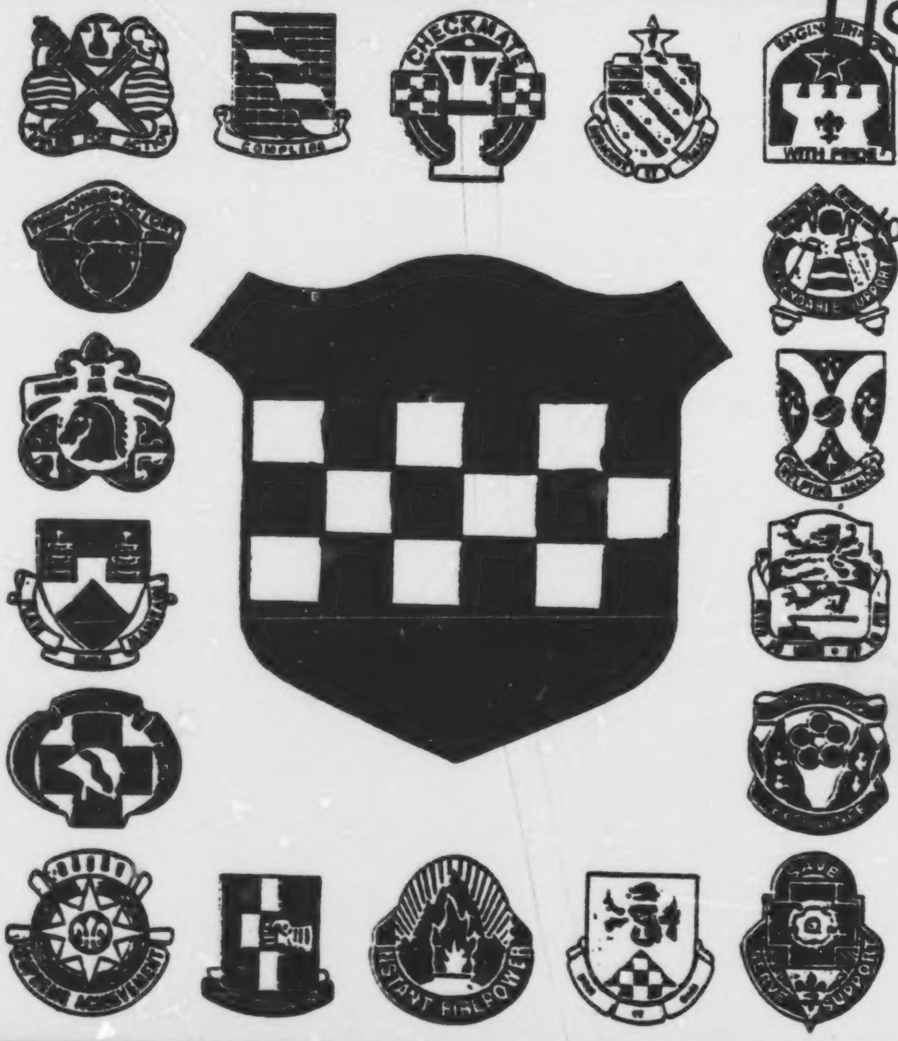
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DEPARTMENT OF THE ARMY
HEADQUARTERS, 99TH UNITED STATES ARMY RESERVE COMMAND
OAKDALE, PENNSYLVANIA 15071

1 June 1987

99TH UNITED STATES ARMY RESERVE COMMAND REGULATION 350-2

TRAINING

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CHAPTER 1

GENERAL

1-1. Purpose. This regulation provides policy and guidance for planning, conducting, and managing training for all units assigned or attached to this command; it implements those policies and procedures announced by higher headquarters and is to be used in conjunction with those regulations.

1-2. Training Objectives. The training objective of this command is to provide combat/mission ready units, which in a national emergency, will be ready for mobilization, deployment, and employment in accordance with Department of the Army operational plans.

1-3. Wartime Mission. The Army CAPSTONE Program aligns units of the total army into wartime organizations. This program identifies a wartime mission for every AC and RC unit. This program improves our wartime planning and orients our peacetime training towards wartime mission accomplishment. Commanders are able to focus training to actual wartime missions rather than striving for peacetime proficiency in all possible tasks a unit might be assigned. Planners must always consider the appropriate CAPSTONE alignment when developing training programs and tasking organizations for CPX, FTX and JRX.

1-4. Readiness. a. The readiness objective for each RC unit is to have the ability to deploy on schedule and successfully execute its priority wartime mission. Priority missions are identified in Volume I of the Army CAPSTONE Program. Virtually all units will require additional resources upon mobilization to be able to execute their wartime mission. These resources may be personnel, equipment, training facilities, time, or any combination thereof. The mobilization planning system must provide for the periodic calculation of the resources needed by mobilizing units and include the detailed planning necessary to ensure the resources will be available at mobilization stations.

b. Specific training objectives for RC units are as follows:

(1) Deployable units - Be prepared to successfully execute priority war-time missions by the earliest Estimated Date of Departure (EDD). This is normally the Estimated Date of Departure by Sea (EDDS) except for units deploying solely by air, in which case estimated Date of Departure by Air (EDDA) will be used. A unit with an EDDS of C+10 must have completed all mission essential training requiring equipment by C+10 and Plan to conduct remaining training and administrative processing between EDDS and EDDA.

(a) Uncommitted deployable units - Be prepared to meet the Ready-to-Load Date (RDYLD) shown in the Mobilization Troop Basis Stationing Plan (MTBSP).

(b) Deployable units with an initial installation or depot support mission; e.g. Quick Fix units - Be prepared to assume the installation/depot support mission upon arrival at the mobilization station/site, and be prepared to execute assigned wartime missions by their earliest EDD.

(2) Nondeployable units - Be prepared to execute assigned sustaining or training base support missions assigned by CAPSTONE gaining command; e.g., installation commander, AMC, HSC, MTMC upon arrival at the mobilization station/site.

(3) Cadre Level Units - Achieve MOS qualification of assigned personnel before deploying to mobilization station. Develop plans in peacetime to accept personnel/equipment at mobilization for eventual fill to Level 2 authorization. Plan for EDDS/EDDA and priority wartime mission.

(4) All RC units (commander and key personnel) will be informed by their MUSARC of their mobilization and deployment dates for their priority mission, to include EDDS and EDDA. This data is found in FORSCOM's Mobilization Troop Basis Stationing Plan (MTBSP). Wartime mission guidance and priority training tasks will be provided through the appropriate CAPSTONE alignment. EDDS and EDDA by themselves are unclassified. A grouping of units, i.e., troop lists, are treated IAW para 5a, AR 380-90.

1-5. Training Philosophy. a. Training is the central and primary task of military units in peacetime. The most important way unit leaders prove their efficiency and concern for their units and soldiers is by executing good training programs. Recruiting and retention will be successful in the long run only in units which have sound, well executed, and challenging training programs. Sensitive and responsive unit administrative measures designed to take care of soldiers must be developed around a core of good training. There is no doubt--Good Training Conducted Under Safe Conditions Comes First. Ample evidence shows that a gap exists between the current capabilities and the full potential of FORSCOM units--even in the best units. Closing that gap is a prime training objective.

b. The 99th ARCOM training policy is based on centralized planning/control and decentralized execution. Well planned and supervised decentralized training has these advantages:

(1) Places authority and responsibility at the lowest command element capable of effectively managing the training.

(2) Tailors training to specific needs.

(3) Applies limited resources to priority training.

(4) Trains junior leaders by involving them in managing the time and training of their subordinates.

c. The Soldiers Manual (SM) and the Army Training and Evaluation Program (ARTEP) are the cornerstones for training. They outline the tasks, conditions, and standards which form the basis for a standardized approach to individual and collective training in units. Individual training must be conducted on a continuing basis and should be fully integrated into collective training. Commanders should be aware of the qualifications of their soldiers and should develop programs to ensure they are qualified for their respective positions. Collective training should be conducted at each organizational level simultaneously. This multi-echelon training will key on specific ARTEP missions/ tasks for each level.

d. Leaders at all levels must become personally involved in the training process. Battalion commanders will train companies, company commanders will train platoons, and platoon leaders will train squads, squad (section, crew, team) leaders will train their individual soldiers. Leaders are expected to set the example and be present to conduct or supervise training at the most difficult and critical times to include periods of adverse weather and darkness. Since leaders are frequently the first casualties in combat, commanders should enable the second level of leadership to take over and practice leadership skills during selected training events. In addition, tactical field training should challenge leaders to perform over prolonged periods of operation and under stressful conditions. We must examine our leadership in peacetime to ensure that, if called upon, our leaders will be able to withstand the physical and mental stress of combat.

e. Officers must themselves be trained. There is a distinct shortfall in the application of tactical skills and combat service support concepts in the officer corps. Each senior commander is responsible for the education of his immediate subordinates. The division commander should train his brigade commenders, the group or brigade commanders their battalion commanders and so on down the chain of command to the lowest officer level of leadership. Institutional education obviously plays a vital role, yet the responsibility for preparing officers for combat clearly rests with the chain of command. The ability to apply sound principles of established tactical doctrine to the specific conditions of Mission, Enemy, Terrain and Troops and Time available (METT-T) must become second nature. This educational process should include such basic fundamentals as the Estimate of the Situation, the Operation Order, how to emplace weapon systems, and how to effectively integrate means of fire support and defend against tanks and the air threat. Such fundamental tools of the leadership profession should be habitually used and constantly practiced. Integrated battlefield tactical training must be under realistic conditions to include stress, OPSEC, EW and NBC conditions.

f. Training will be conducted under tactical field conditions, where feasible. Combat support and combat service support units are in no way exempt from this requirement, since these type units must defend themselves in depth the same as a maneuver unit in the forward battle area. Combined arms operations are key to collective tactical field training. Including all elements of the combined arms team will provide more realistic training.

g. Emphasis on user maintenance is an essential element of good training. The RC system, which requires units to pool and borrow equipment and at the same time maintain equipment by detail, tends to counter efforts to develop an awareness of individual and crew/section responsibility for maintenance of equipment. Time for proper maintenance must be an integral part of all unit training periods. Commanders at all levels must become actively involved in unit maintenance programs.

h. Emphasis on supply management and supply discipline is also an essential element of good training. Proper record keeping, equipment inventories, and the preparation of the various asset management reports must be integral parts of unit training. Commanders at all levels must develop and implement effective unit supply management programs.

i. Emphasis on supply management and supply discipline is also an essential element of good training. Proper record keeping, equipment inventories, and the preparation of the various asset management reports must be integral parts of unit training. Commanders at all levels must develop and implement effective unit supply management programs.

j. All units, regardless of echelon, must become proficient in certain fundamental tasks which are referred to as "core requirements". Mastery of the "core requirements" will act as a combat multiplier facilitating the accomplishment of ARTEP (wartime oriented) mission/tasks. All units must be able to:

(1) Establish and maintain effective command and control from headquarters in a field environment.

(2) Set up and operate tactical communications networks effectively,. Critical to this communication is security and the ability to maintain continuous communication with subordinate units.

(3) Conduct effective staff operations demonstrating proper coordination and follow-through, use of warning orders, operations orders (OPORD) and fragmenting orders (FRAGO).

(4) Conduct effective tactical displacement. Emphasis should continually be placed on improved security, noise and light discipline.

(5) Operate in tactical environment in a doctrinally sound manner.

(6) Sustain operations in tactical environment. All key elements of the headquarters to include command, control and communication must be designed for continuous twenty-four operation when units are in a tactical environment.

(7) Conduct operations in a NBC environment to include issuing authorized NBC equipment to trained personnel, operate in MOPP4, demonstrate proficiency in decontamination operations, respond properly to chemical or nuclear attach.

(8) Perform operator and organizational maintenance as required in tactical situations.

(9) Unit soldiers exhibit proficiency in those common tasks which will enhance survival on the battlefield.

(10) Unit personnel demonstrate adequate level of physical fitness and appearance.

(11) Unit attain capability to plan and support itself logistically in a doctrinally sound manner.

(12) Unit make efficient use of multi-echelon training to maximize utilization of time available for training.

(13) Unit conduct training which is realistic and focused on wartime mission requirements.

CHAPTER 2

TRAINING MANAGEMENT

2-1. GENERAL. Certain fundamental policies, doctrine, and principles shape training management within the 99th ARCOM:

a. AR 350-2, FORSCOM Reg 350-2, 1A Suppl to FORSCOM Reg 350-2, and this regulation provide policy guidance for managing and conducting training in 99th ARCOM units.

b. FM 25-1 describes the Army Training System. FM 25-2 establishes the doctrine by which the Army manages its training. FM 25-3 provides unit leaders with an effective method for planning and conducting training. FM 25-4 provides commanders, staffs, and exercise planners from battalion to corps with doctrine, guidance, and examples to be used when planning, conducting, and controlling training exercises.

c. Training management in its simplest form is the exercise of command. Training resources will always be constrained. Commanders must be efficient in their allocation and use. Time is the most critical training resource. Leaders at all echelons will use the training management process contained in FM 25-2 and the following related programs to develop training management skills and gain full benefit from their limited time:

(1) Commander's Training Management System (CTMS). CTMS is the process commanders and their staff above battalion use to perform their training management roles. It complements the Battalion Training Management System (BTMS) and consists of clear, long range guidance and policies needed by the staff and subordinate commanders to plan, resource and conduct effective training. It is based on philosophies and practices described in the FM 25 series: FM 25-1, training; FM 25-2, unit training management; FM 25-3, training in units; FM 25-4, how to conduct training exercises; FM 25-5, training for mobilization and war; FM 25-7, how to develop training management skills in units.

(2) Battalion Training Management System (BTMS). BTMS is the Army's standardization model for training and training management in units. It is the system battalion commanders and subordinates use to perform their roles in the training management system. BTMS training materials are available to train leaders from squad through battalion levels. TC 25-7 provides guidance. The FM 25-7 series supersedes all Active Component and Reserve Component BTMS workbooks, guides and graphics. BTMS is the responsibility of each unit commander. Annex M, this directive, includes the specifics of the 99th ARCOM BTMS program.

(3) Training Management Instruction in Schools. Instruction in this setting prepares leaders to apply unit training management principles.

(4) Unit Maintenance Management System (UMMS) and Unit Supply Management System (USMS). These systems are exportable training packages in BTMS format. They are designed to help battalion and company leadership manage maintenance and supply operations. Implementation is mandatory for all USAR units.

d. Effective training management in units requires each commander to interact with subordinates to:

(1) Develop objectives and guidance.

(2) Manage training detractors and constraints.

(3) Identify, program, and coordinate resources for training in units.

(4) Evaluate unit performance, training, and training management.

e. RC Commanders in coordination with their gaining commands, must identify the mission essential tasks at each echelon (bn, co, plt, sec, sq, tm) that support their priority wartime mission. The unit's Mission Essential Task List (METL) (FORSCOM Form 1-1-R) will be made available to the unit evaluator during AT. RC commanders must decide whether training in the mission essential tasks should be part of their program for IDT, AT, post-mobilization training, or some combination of the three. To the extent possible, equipment dependent training should be accomplished while equipment is available prior to MOBILIZATION. Mission essential tasks should not be subscribed to post-mobilization time unless justified by lack of facilities/equipment which will not be available until then. See paragraph 2-6c(1) for details.

f. Training on tasks not supporting a unit's priority wartime mission, will be deferred until proficiency is attained in mission essential tasks. This policy recognizes and accepts the risk that RC units may not be qualified to perform some lower priority tasks because they have concentrated on their high priority ones. Pre-mobilization training will be evaluated on a unit's skill in its mission essential tasks based on its priority wartime mission.

g. Performance oriented training is essential for an effective training program (See Annex G). It is a training and evaluation technique for individuals or teams/units to do their tasks under specified conditions and standards; e.g. time, accuracy, distance. The format of SM and ARTEP manuals simplifies performance oriented training. Leaders should train their subordinates to do the tasks as written in these manuals.

h. Multi-echelon training is an approach in which soldiers are grouped by echelon or position and are trained simultaneously. If the individual task being trained does not support collective training, the time should be spent on battle drills which support the collective training on mission essential tasks. For example, commanders and staffs may be conducting a CPX or Tactical Exercise Without Troops (TEWT) while non-commissioned officers are conducting individual training on SM tasks with the soldiers of the unit.

i. Military personnel on duty as Full-Time Support (FTS) personnel will be integrated into individual and collective training during IDT and AT as members of the unit to which they are attached for duty.

j. Staggered training is not recognized in the Battalion Training Management System (BTMS). Therefore, use of this training technique is not required.

2-2. INDIVIDUAL TRAINING.

a. Training the individual soldier to be proficient in his duty position is the primary focus of the unit individual training program. Individuals whose awarded MOS is different from their duty position MOS and those requiring an SSI or ASI must be entered into or programmed for training. Training through service schools, USAR schools, SOJT (See Annex Q), or contract training must be accomplished that will lead to award of appropriate MOS, SSI, or ASI. The goal is to have each soldier whose awarded MOS is different from his duty position MOS trained within two years of assignment to the duty position; when mandatory schooling is in excess of six months, the goal is three years. It is the responsibility of the chain of command to ensure each soldier is duty MOS trained.

b. Efforts must be made to sustain and improve upon the proficiency of each soldier who is MOS trained. MOS-specific Soldier's Manual (SM), Trainer's Guides, and the Soldier's Manuals of Common Tasks (FM 21-2 and FM 21-3) for the basis for training soldiers in individual tasks. Training should be performance oriented and focus on those tasks which support the unit wartime mission. Performance oriented training enables trainers to train and evaluate soldier performance on selected SM tasks to the standards stated. There should be a concentrated effort on individual training during IDT leaving the AT period for emphasis on collective combined arms training in a tactical environment. USAR schools/ITAAS offer several two-week MOS programs during AT/IDT periods.

c. The RC NCOES provides excellent opportunities to enhance and improve upon the leadership of the first line supervisor. Eligible NCOs should be provided every opportunity to attend these courses. While RC NCOES provides formal career development for our NCOs, the Noncommissioned Officers Development Program (NCODP) provides a unit in-house method for developing and improving each NCO's technical and tactical proficiency. Guidance for the NCODP is contained in AR 350-17. USAR schools offer AT and IDT NCO Courses.

d. Common Military Training (CMT) subjects. Some CMT subjects are covered during Initial Active Duty Training (IADT); some are also included in service school courses. Refresher category CMT should be scheduled individually, if needed. Often it can be deferred until post-mobilization. See Section III, Para 2 for guidance concerning physical fitness programs and testing. See AR 350-1 for guidance in conducting CMT training.

e. Officer training will be scheduled and reflected on the unit's YTP, YTC and training schedule during IDT, AT, and unit school training assemblies. Training must support the total Army leadership goal in which "leaders at all levels possess the highest ethical and professional standards committed to mission accomplishment and the well-being of subordinates". Training should be focused on the needs of the unit and its officers as determined by the unit commander. Emphasis must be placed on the "tools of the trade", those common leaders tasks and skills all officers must master to be effective leaders. They are tactics, and operations in CS/CSS units, terrain appreciation and map reading, weapons, communications, maintenance, troop leading procedures, and estimates and orders.

2-3. COLLECTIVE TRAINING. Analysis reveals that most units will have little or no time to train after mobilization. The objective, therefore, is to systematically develop pre-mobilization training to achieve proficiency in battalion/TF level tasks while at the same time attaining and sustaining individual, crew, squad, platoon, and company team skills. The focus on collective training is the ARTEP (See Annex A). The following guidance applies to all 99th ARCOM units:

a. Conduct. Conduct training under the appropriate ARTEP following receipt of the coordinating draft edition or DA approved ARTEP. Units for which an ARTEP is not published will be guided by local Unit Training Programs (UTP) prepared in accordance with this document and as prescribed by First U.S. Army. UTP will be reviewed and approved by RC commander two levels above preparing unit.

b. Use of ARTEP. Unit commanders will tailor or select ARTEP tasks based on the wartime mission, the status of personnel and equipment, training strengths and weaknesses, and the training environment. Commanders are not expected to work in a vacuum. Assistance should be requested from units in their CAPSTONE alignment, Affiliation/Partnership Programs, Readiness Group, and/or First U.S. Army as appropriate.

c. Resources to Support ARTEP.

(1) Training ammunition to support ARTEP will be provided under the Training Ammunition Management System (TAMS) and Standards on Weapons Training (STRAC). Ammunition authorizations will not be exceeded without prior approval. Justify requests for additional authorizations and forward through channels to this headquarters, ATTN: AFKA-ACE-T-U.

(2) Maneuver Area Commands (MAC)/Maneuver Training Commands (MTC):

(a) MAC/MTC will prepare, plan, and supervise exercises for RC units. MAC will normally direct their support to division/brigade/group level. MTC will normally support battalions and lower level units. MAC/MTC have the capability to support ARTEP external evaluations of RC units; however, responsibility for external evaluation rests with the RC chain of command.

(b) When required, request MAC/MTC support through command channels. Priority of support will be given to early deploying and mobilizing RC units. (See Annex A for guidance)

(3) Sponsors of RC units in the Affiliation and AC/RC Partnership Programs will assist the RC chain of command in the conduct of ARTEP external evaluations. Specific guidance for RC nuclear capable field artillery units is in Appendix C, FORSCOM Reg 350-2.

(4) Readiness Groups (RG):

(a) RGs consist of branch assistance teams (BAT) which are organized by type to support Reserve Component units in the RG's area of operations. RGs provide assistance and advice on all aspects of training to improve combat readiness, including doctrine techniques, plans, management and readiness assessment's.

(b) Upon mobilization, RGs will be primarily responsible for post-mobilization training of Reserve Component units at mobilization stations and will assist the installation commander in the validation of Reserve Component units for deployment. Readiness Groups become Mobilization Assistance Teams (MAT) upon mobilization. FORMDEPS Vol III, Part 1 (FMP), Annex C, Appendix 2, paragraph 7, specifies unit validation as the MAT priority. Unit training will be conducted as required to ensure the unit's capability to perform its wartime CAPSTONE mission. Further 1A Suppl 1 to the FMP, Annex AA, paragraphs 2d and 3 delineate the employment of the MAT.

2-4. INACTIVE DUTY TRAINING (IDT) (See Annex E).

a. Multiple Unit Training Assemblies (MUTA). MUTA should be devoted to mission related training to include:

(1) Individual and crew served weapons qualification.

(2) Military Occupational Specialty Qualification (MOSQ), Common Task Training (CTT) and professional development training.

(3) Collective training at squad and platoon level -- battle drills, MILES, and live-fire exercises, with the goal of achieving TF/Company level proficiency.

(4) Intensive leader training with emphasis on simulation and TEWT which address the application of principles to specific terrain.

(5) Situational Drills.

(6) CS/CSS Mission and Sustainment Training.

(7) Mobilization Training.

2-5. ANNUAL TRAINING (AT).

a. General. AT gives the commander the best opportunity to conduct prolonged mission training, evaluate unit's progress, and refine the unit's training program for the next year.

b. Training Emphasis. Priority is to be given to collective training during AT. The focus will be on tactical training involving the combined arms team, mastery of mission/tasks selected from the METL, and the refinement/standardization of the team and unit skills required to successfully accomplish the wartime mission. Commanders will emphasize the use of OPFOR during tactical field training evaluations.

c. Procedures. Procedures and guidance for the conduct of AT are in Annex K.

d. AT Attendance. Attendance requirements are in AR 135-91, AR 135-200 and AR 140-1.

e. Training Requirements.

(1) Only mission related training will be conducted during AT.

(2) The maximum amount of training time possible will be devoted to collective tactical field training.

(3) Thorough, on-the-ground pre-AT planning by unit leaders down to company level is essential to ensure maximum use of the most suitable terrain.

(4) During tactical field training, maximum efforts will be taken to simulate actual battlefield conditions. Units should operate in a tactical posture appropriate to the training being performed.

(5) Commanders should make full use of time available to maintain the momentum of training without unrealistic breaks in the schedule. Tactical field training of nine (9) consecutive days in a tactical field environment is the standard with emphasis on night training. Units should not anticipate a mid-weekend break. Commanders should ensure that combat, combat support, and combat service support with first digit TPSN 0, 1, 2, 3, and engineer units that are TPSN 5 (consult AR 18-19 for TPSN definitions).

(6) Units conducting AT at service schools, AMC installations, air defense sites, port facilities, hospitals and at installations to reduce equipment maintenance/supply backlog will conduct tactical oriented training where possible to the extent that it does not degrade the technical mission. If not conducted during AT, these units should conduct necessary tactical field training during IDT. The criterion also applies to civil affairs units when the training approved for AT is accomplished in a civilian environment.

(7) Occasionally, some units may have special training objectives which cannot be accomplished in a tactical field environment. In such cases, CG, 99th ARCOM may waive tactical field training. Waivers will not be authorized without valid justification by the unit.

(8) RC Commanders will prepare Annual Training schedules specifying the METL tasks and level of training at which training will be conducted each day.

f. Training Guidelines.

(1) Combined arms operations employing the full spectrum of combat, combat support, and combat service support functions will be emphasized.

(2) Organizational structure should be retained during AT except when extreme shortages of personnel, special skills, or equipment force temporary consolidation of personnel to facilitate the combat of collective training. The decision to consolidate for training is not a simple issue with specific rules to implement. The chain of command's judgment must be based on available leadership and known shortfalls in relation to the training objectives at hand.

(3) At sometime during the AT period, training will be conducted in a manner to provide the command group, regardless of size or composition, the opportunity to exercise full command and control of all subordinate units.

(4) Units should conduct AT at their mobilization station when feasible and consistent with unit training needs. Commanders should establish command support relationships early and reinforce them through CAPSTONE planning and training associations.

(5) EArly coordination at AT dates between RC units and supporting AC units will ensure adequate mutual support. Further guidance is in Volume I of the Army CAPSTONE Program and FORSCOM Regulation 350-12.

2-6. TRAINING PLANS. (See Annexes B and C for detailed information).

a. Good training is the result of detailed planning and sound execution. The first step in developing training plans is to identify unit missions. Good plans are based on guidance from higher headquarters and evaluation feed-back on current unit and individual proficiency. Plans must provide long-range, short-range, and near-term training guidance. Plans must also give clear direction to individual, collective, multi-echelon, and staff training to include resource support. Specific training documents facilitate management at each level of command down to the trainer. Minimum requirements and coordinating instructions are described below.

b. Commanders Above Battalion Level.

(1) Commanders above battalion/separate company/detachment level and below, State Adjutants General and MUSARC level will publish training guidance and a two-year training calendar annually to aid subordinate commanders in preparing yearly training programs. Where appropriate, the two-year training calendar will be developed in coordination with the AC Partner/Affiliate.

(2) Training guidance will include training goals and objectives, command guidance/priorities, events, support requirements, and resource allocations.

(3) The two-year training calendar will be a general plan for execution of long-range training objectives and command guidance/priorities. As a minimum, objectives will cover individual, collective, staff and multi-echelon training. The calendar will shot AT dates, CPX/FTX/JTX, evaluations, weapons qualification/sustainment, SQT dates, new/displaced equipment training, and special training events such as mobilization/deployment exercises and events involving subordinate units. Calendars will be updated and reviewed annually in time for subordinate commanders to prepare their yearly training programs. Yearly updates will consider comments from the Report of Annual Training Performance, FORSCOM Form 1-R/2-R.

c. Battalion Level Headquarters. Commanders will develop the following to facilitate planning and provide guidance to subordinate elements:

(1) Mission Essential Task List (METL). Battalion commanders will develop a list of all assigned missions and collective tasks the unit is expected to perform. Tasks and activities that support assigned wartime missions will be identified as mission essential tasks and recorded on FORSCOM Form 1-1-R. METL must be updated to reflect current training status and priorities and be approved by the next higher commander in the RC chain of command, in coordination with the appropriate CAPSTONE commander. USAR schools, ARCOM HQ Detachments, JAGSO and marksmanship units are exempt from this requirement.

(2) Yearly Training Program. Battalion and headquarters company commanders at higher echelons will develop a yearly training program prior to 1 Oct annually that includes a yearly training calendar, command objectives, priorities, resource allocations, and training guidance concerning unit-peculiar objectives. Commanders who directly control separate companies/detachments will determine if the separate company/detachment will have either sole responsibility for preparation of the unit yearly training program or will provide input for preparation of the yearly training program by the controlling headquarters. Commanders will use the two-year training calendar from higher headquarters to develop yearly training programs aimed at improving wartime mission capability. The appropriate Soldier's Manuals, Trainers' Guides, ARTEPs, and recommendations outlined in FORSCOM Forms 1-R/2-R should also be used in preparing yearly training programs. Commanders should also consider the availability of support (AC/RC), training facilities, training literature, devices/aids, mobile training teams,and assistance available under CAPSTONE alignments, to include Affiliation/Partnership, and mutual support programs. As a minimum, yearly training programs will be updated and reviewed annually before the beginning of the next training year and should identify:

(a) Specific goals and objectives, to include selected mission essential tasks for each subordinate unit.

(b) Training activities, exercises, and evaluations to be conducted during IDT and AT.

(c) Resource allocations and external assistance/support requirements.

(3) Yearly Training Calendar. Battalion commanders will prepare a yearly training calendar as a working document which reflects what the unit will do to achieve its training objectives for the year. The degree of detail will vary depending on the type of unit and the status of training, but must be sufficient to guide the development of monthly training schedules covering the next three months of training. It should include high priority intensive training, additional training and sustainment training which the unit has identified on the METL.

(4) Training meetings should be conducted quarterly to review training accomplishments, identify required resources, and modify training calendars as necessary.

d. Company/Detachment Level Commanders. Commanders will develop the following to facilitate planning and management of training.

(1) Mission Essential Task List (METL). Company/Detachment commanders will develop a list of all assigned missions and collective tasks the unit is expected to perform. Tasks and activities that support assigned wartime missions will be identified as mission essential tasks and recorded on a METL. METL must be updated to reflect current training status and priorities and be approved by the next higher commander in the RC chain of command in coordination with the appropriate CAPSTONE commander.

(2) Yearly Training Calendar. Commanders will prepare a yearly training calendar following the guidance contained in paragraph 2-6c(3) above.

(3) Monthly Training Schedules.

(a) All company/detachments commanders will develop monthly training schedules through a review process which defines and schedules at least the next three months of training as outlined on the yearly training calendar. Refer to Chapter 4, FM 25-2 for detailed guidance on near-term planning and preparation of training. USAR commanders will incorporate the 30-day training plan prescribed in AR 140-1. Review/approval will be accomplished by the next higher headquarters in writing and maintained on file with the monthly training schedule.

(b) Monthly training schedules are directive and will include, as a minimum, the individual and collective tasks (specific training objectives) to be trained and evaluated, dates and starting times, training locations, duty positions responsible for training, uniform and special equipment requirements, and elements/individuals expected to receive the training.

(4) Training schedules should have a three month "lock in" for training activities that are resource dependent. This will require that all coordination for ranges, training areas, ammunition, and external support to be completed four months in advance. Commanders will then have time to plan and execute training. It will provide stability to the training program and develop confidence in soldiers that their leaders know what they are doing. This "lock in" should not be construed to inhibit commanders' flexibility to adjust training programs.

(5) Training meetings should be conducted monthly to review training accomplishments, identify required resources, assign responsibilities for future training and modify training calendars as necessary.

(6) A separate training schedule will be prepared for AT as prescribed in Annex C and K, this regulation.

(7) Unit post-mobilization training plans will be prepared in accordance with FORSCOM Pam 135-2, and Annex F, 99th ARCOM mobilization plan.

e. Trainers/First Line Supervisors. Trainers/first line supervisors will develop the following to plan and manage the execution of their training responsibilities.

(1) Training outlines, which are task rather than time oriented, will be developed for each training period within each UTA/MUTA and during AT. An outline for individual or collective training is a "plan of action" and must be in sufficient detail for the trainer to conduct effective training. Although the outline need not follow any specific format, annotated SM/ARTEP pages, or training outlines may be used.

(2) Informal work plans will be used to organize routine administrative and support activities and identify time for task training.

(a) Unit commanders will maintain a library of work plans/lesson plans. Work/lesson plans will be prepared for each period of instruction and will be retained for not less than one year for unit reference and for review during inspections.

(b) An inspection folder will be available during each period of instruction containing a copy of work/lesson plans and a copy of the approved training schedule.

(c) Junior leaders will use "hip pocket" type work/lesson plans for use in conducting remedial or additional training in deficient subjects.

f. Coordination/Review. Review of training plans, programs and schedules will be accomplished under policies set by 99th ARCOM IAW Annexes B and C this regulation.

2-7. TRAINING EVALUATIONS. Leaders must continuously evaluate training to gain information on how well unit training programs are meeting training objectives. Feedback from evaluations is used to make corrections to unit training programs so required proficiency on individual, leader, and collective tasks can be sustained. Evaluations produce information commanders at all echelons can use to account for training and hold subordinate leaders responsible for training and training management actions. FM 25-2 provides evaluation guidance.

a. Evaluations of individual, leader, and unit training performance will be conducted to measure the proficiency of an individual or unit against established Soldier's Manual or ARTEP standards.

(1) First line supervisors should use Job Books as informal records to track soldiers' ability to perform Soldier's Manual tasks and provide training proficiency information to the next higher leader. This information can be used to plan individual training programs.

(2) Individual training evaluations will be conducted under AR 350-37. This regulation establishes procedures for conducting the Skill Qualification Test (SQT), common task testing, and commander's evaluation of individual tasks.

(3) Battalion, company, and detachment commanders should develop a system to track all ARTEP missions/tasks selected for training, proficiency achieved, and whether the standards of proficiency were achieved under day or night conditions. This will permit analysis of the coverage of ARTEP events by units and subunits, ensure commanders capitalize on follow-on training, and assure weak areas disclosed in evaluations receive proper emphasis.

(4) An ARTEP external evaluation at company level should be conducted every three years. This requirement should not preclude achievement of higher levels of collective training, with the pre-mobilization goal of demonstrating proficiency at the BN/TF level. Company participation in a Battalion ARTEP external evaluation satisfies this requirement. An RC commander should undergo an external evaluation during the first AT period following this assumption of command. The RC chain of command must decide when a company has achieved a level of readiness that warrants undertaking an external evaluation; e.g., training, strength, and resources. Units should be evaluated by the RC headquarters generally two levels above the unit undergoing the external evaluation. However, the technical expertise available within the peacetime chain of command may require that assistance be sought from MAC/MTC or the sponsors of RC units in the Affiliation/Partnership Programs. The sole purpose of an ARTEP external evaluation is to diagnose unit requirements for future training. Resources to support ARTEP external evaluations are described in paragraph 2-3c. Further guidance regarding the scheduling and conduct of external ARTEP evaluations is set forth in Annex A, this regulation.

b. Unit training management procedures will be evaluated to determine over-all quality of unit programs and ability to achieve command objectives. These evaluations can determine how information is passed within the unit, between higher and lower echelons, and to supporting units.

c. Evaluations of the conduct of training by unit leaders which center on the trainer will also be conducted. These evaluations should determine whether the training objectives were met, if the training was adequately prepared and conducted, and how resources were used.

d. First U.S. Army will conduct evaluations of IDT and will set procedures for conducting and reporting these evaluations (See Annex Y). Evaluation of command post exercises conducted IAW Chapter 3 paragraph 3-4 should be emphasized.

e. RC units will be evaluated during the conduct of AT IAW guidance in FORSCOM Pam 135-3.

2-8. Training Directives and SOPs.

a. Each headquarters, down to and including battalions and separate companies/detachments, will prepare tactical SOPs.

b. RC units that roundout or augment Active Component units under the Affiliation Program (AR 11-29) must train in accordance with guidance and tactical SOPs of their sponsor units.

2-9. Organization for Training.

a. When possible, collective training will be conducted with complete tactical entities. When shortages/non-availability of assigned personnel, absenteeism, or equipment shortages preclude unit integrity, it is appropriate to temporarily consolidate personnel to provide effective crews, squads, platoons, and companies for conduct of collective training.

b. Attachments. When practical, separate battalions, companies, and detachments will be attached to a higher headquarters for supervision of training administration, and operational control during IDT and AT. Attachments are to be made with the view of obtaining an integrated, balanced group of units with similiar missions and concepts of employment.

10. Staff Visits. Each battalion and higher headquarters will schedule a command and/or staff visit to subordinate units once per quarter, visiting as many subordinate units as possible.

a. Visits may be conducted as Regularly Scheduled Training (RST), as Equivalent Training (ET) or through the use of authorized Manday Spaces (MDS) available to appropriate major commanders (See Annex J).

b. Staff visits will be used to determine status of training, personnel, administration, and logistics.

c. Unit commanders are encouraged to seek assistance in resolving unit staff representatives during these visits. If the problem cannot be resolved at the local level, it will be referred through channels for appropriate action by this headquarters.

d. Staff visits will be either management or inspection oriented. Written reports will be prepared and forwarded IAW procedures set forth in Annex J, this regulation.

2-11. Safety Inspections (See Annex P)

a. Policies. Safety procedures will be established to insure the following:

(1) Personnel are thoroughly briefed on the conduct of exercises to include safety procedures and probable accident producing conditions and hazards, e.g., vehicle safety, water safety, aviation safety, and environmental hazards in maneuver areas.

(2) Individuals are accounted for prior to and after any live fire exercise.

(3) Live fire exercises employ an emergency cease fire notification system that is known to all participating personnel.

(4) Ammunition used during live fire exercises meets the requirements specified in AR 385-63.

(5) Motor vehicle operators are briefed on safe operation of vehicles both on and off roads in bivouac areas to include the use of guides.

(6) Personnel do not sleep in, on, under, or in close proximity to wheeled and tracked vehicles.

(7) Range firing is conducted in accordance with AR 385-62 and AR 385-63.

(8) Medical support is available, including evacuation by air or motor vehicle, as appropriate, for personnel requiring hospitalization.

(9) Use of explosive simulators is in accordance with AR 385-63.

b. Heat and Cold Injuries. Guidance in preventing heat and cold injuries is found in TB Med 175, 25 April 1969, TB Med 81, 30 September 1976; annual DA Circulars dealing with heat and cold injury; FORSCOM Regs 40-1 and 40-2; AR 40-5; and FORSCOM Suppl to AR 40-5.

2-12. Training Reports. See Annex N for listing of required training reports.

CHAPTER 3

SPECIFIC SUBJECT GUIDELINES

3-1. GENERAL. This chapter provides guidance in specific areas of both individual and collective training. Additional guidance is in FORSCOM Regulation 350-3, Specialized Training in FORSCOM Active Component and Reserve Component Units.

3-2. PHYSICAL FITNESS PROGRAMS AND TESTING.

a. Commanders will periodically incorporate physical training activities into IDT to check on the fitness of unit members. If conducted, these activities should be incorporated into the weekend training periods so that essential training is not neglected. These activities, in and of themselves, will not maintain good physical fitness. Therefore, it is incumbent on each member to adopt and regularly participate in an individual fitness program. Commanders should consider using DA Pam 350-15 and DA Pam 350-18 to assist them in developing the physical fitness program.

b. Competitive athletic events, while considered part of a physical fitness program, will not be conducted during IDT.

c. Except as specified in this paragraph, guidance in AR 350-15 and FM 21-20 is applicable to members of USAR Troop Program Units (TPU).

d. The three event Army Physical Fitness Test (APFT) is the only authorized test approved by this HQs.

e. All units are to plan for the conduct of this Army Physical Fitness Test (APFT) on an annual basis. This test consists of three events for male and female personnel. (Sit-ups to measure the strength of the abdominal muscles, push-ups to measure the strength of the shoulder-girdle muscles, and 2 mile run for testing of circulorespiratory and leg muscle endurance). Personnel over 40 years of age who have not been medically (cardiovascular) screened will not be administered the three event APFT.

g. All Commanders will inform their unit personnel as far in advance as possible of the testing dates for the APFT. It is recommended that the APFT be conducted during the second week of annual training witn 30 minutes of physical fitness conditioning scheduled each day prior. To assist the Commander, each command down to detachment level will appoint a Physical Readiness Officer and NCO to be responsible for the unit's implementation of physical fitness training and APFT preparation.

h. Individual reservists must be strongly encouraged to develop and practice their own personal fitness program to meet the minimum standards of the APFT. Having physical training (PT) two days a month doesn't cut it! Guidelines are provided in FM 21-20. Sedentary people (i.e. accustomed to sitting or to taking little exercise), are to be counseled for the necessity of having their own PT program during the other 28 days of the month. Units will have a system for monitoring performance and progress from both a collective and an individual basis.

i. Under 40 PT conditioning APFT events will be conducted at least monthly during the weekend MUTA by the first line supervisor to identify those soldiers who must begin physical conditioning on their own time. Progress can then be monitored on a month-to-month basis.

j. Personnel with medical profiles are to be excused from the APFT, if their physical limitations specifically prohibit the activities prescribed in the APFT (ref AR 40-501, Chapter 9). Commanders will screen all unit medical records to identify soldiers with current profiles. Any questionable cases will be referred to the supporting medical facility for final determination. Personnel who are about to begin an exercise program should be made aware of the following risk factors. If a soldier has two or more of the following characteristics, he should be advised to consult his personal physician before beginning an exercise training program:

(1) Hypertension (Blood pressure above 140/90).

(2) Excessive smoking.

(3) Family history of heart disease (one parent with heart disease).

(4) High fat levels in the blood.

(5) Diabetes.

(6) Obesity (more than 20% overweight).

(7) Inactive lifestyle.

k. A suggested fitness program for people 39 years and under would be to conduct a 30 minute exercise program on alternate days addressed to the three areas of the APFT. This exercise should be conducted at least three times a week to be effective. Be sure to add 5 minutes of warm-up and cooling down to this time. Individuals can map out their own 2 mile course at home and start by walking the distance, with a gradual build-up to jogging increasing portions of the distance. Again, FM 21-20 provides guidance.

l. Soldiers who fail the APFT can retake the test on succeeding drills. If performed correctly, this retesting can provide the needed motivation and drive for the individual to become physically fit.

3-3. WEAPONS QUALIFICATION (See Annex I). Appendix B to FR 350-2 provides detailed guidance on individual and crew served weapons qualification. Familiarization is no longer a requirement.

3-4. EXERCISES. Units will participate to the maximum extent possible in the following type exercises in accordance with CAPSTONE associations. (See Annex A for detailed guidance).

a. Field Training Exercises (FTX). FTX should be conducted as prescribed in appropriate ARTEP; FM 25-4 How to Plan, Conduct, and Control Training Exercises and other training publications.

b. Command Post Exercises (CPX). CPX is the preferred method of training battalion and higher level staffs since it maximizes training time for subordinate elements. CPX scenario should be based on the unit's wartime OPLAN, whenever possible. Request for waiver of CPX requirements will be made through command channels to HQ, First US Army, ATTN: AFKA-TR-UT.

(1) Combat support and combat service support HHC/HHD will conduct at least one CPX or other appropriate exercise in a field environment each training year. Such exercises will be conducted under tactical conditions and demonstrate capability to operate MTOE field equipment. Guidance for the conduct of such exercises is the appropriate ARTEP. For this training, RC commanders may structure a composite force, preferably based upon CAPSTONE associations, by grouping separate company-size CS and CSS units with similar functional missions under a command and control HHC/HHD with related MTOE mission. Exercise scenario should provide an environment matching that of the sector these units would occupy in the theater of operations. CPX should be conducted with combat and combat support units.

(2) Newly activated units, or units which have undergone a recent major reorganization are exempt during the first training year.

(3) Duration of the tactical CPX will be a minimum of 24 hours of sustained operations and of longer duration as units progress in training. The tactical CPX will include at least one displacement. A primary objective of the CPX scenario will be to expose individuals to the stress of sustained operations, an experience important to both divisional and non-divisional CSS units.

(4) In addition to the CPX requirements outlined above, Group level combat support and combat service support HHC/HHDs will conduct one CPX every three years with CAPSTONE aligned subordinate units down to company level. Exercise scenarios will be based upon the CAPSTONE mission and location.

c. Joint Readiness Exercises (JRX). Participation of RC units is desired in AC CPX/FTX and JRX to a degree compatible with unit training needs and objectives. Policies and procedures for RC participation are in FORSCOM Regulation 350-5, AR 350-9 and FORSCOM Cir 350-7.

d. Logistical Exercise (LOGEX). LOGEX is a JCS coordinated, DA DCSLOG sponsored, TRADOC directed CPX conducted annually by the US Army Logistics Center. The exercise provides training for CS and CSS participants in command and staff techniques. The goal is to eventually have, in lieu of LOGEX, a Corps conducted CPX with all CAPSTONE aligned CSS units using a logistics module.

e. Staff Exercises. These exercises, which train commanders and staff members without the use of subordinate elements, are encouraged, especially for newly organized units. Examples of training activities to train staffs are:

(1) Tactical exercises without troops (TEWT).

(2) Battle simulations (PEGASUS, CATTS, CAMMS, FIRST BATTLE).

(3) Map maneuvers.

(4) Terrain model exercises.

(5) Mobilization/deployment exercises.

f. Combat Service Support Tactical Readiness (COSSTAR) Training program. The program, oriented toward wastime mission objectives, provides opportunities for realistic mission oriented training. Based upon the specific situation, COSTAR may be employed in the FUSA area. COSSTAR will function as follows:

(1) The CSS Control Headquarters, under the supervision of CONUSA, will plan coordinate and supervise combat service support at a selected AT site/installation.

(2) The CSS force will be tailored to supplement the site/installation capabilities. CSS units will be under operational control of a designated control headquarters and will operate in a field environment. Supported RC units, including those with organic logistics units, will interface with the designated control headquarters for direct and general support. At site/installation facilities will function only in a backup roll.

3-5. MAINTENANCE TRAINING (See Annex D).

a. General. Good maintenance is an inherent part of good units. The reality of life is that we will never have all needed resources. Soldiers, therefore, must be taught to maintain and conserve assigned equipment. Maintenance training requires the same careful planning and aggressive execution as mission training. Maintenance must be performed in the field as needed and not deferred until the return to garrison. In all cases maintenance training is an intergral part of mission training.

b. Organizational. To increase unit maintenance proficiency, commanders must establish positive unit level maintenance training programs. Maintenance training will be integrated into all appropriate aspects of the unit activities. Formal training will be reinforced with supervised OJT or refresher classes taught by qualified personnel. Training will emphasize preventive maintenance through operational equipment inspections and will stress practical hands-on experience. A sound unit level maintenance training program will include, but is not limited to:

(1) Officer and NCO classes on effective maintenance supervision.

(2) Ensuring that training periods include time for maintenance.

(3) Emphasis on operator maintenance to include before, during, and after operation checks as part of the overall preventive maintenance program.

(4) Effective use of maintenance personnel.

3-6. SUPPLY MANAGEMENT TRAINING.

a. Good supply management is essential to mission accomplishment. Authorized equipment must be on hand or on requisition and properly accounted for. Excess equipment must be identified and disposed of expeditiously. Soldiers must be trained in the concepts of supply discipline.

b. Unit Level Training. Training time must be allotted so responsible officers can acquire and execute techniques for accomplishing the required inventories of property. Record keeping personnel, to include PLL clerks, must be allotted training time to acquire and exicute those skills necessary to process receipts, issues, turn-ins and update accounting records. All unit personnel must be trained in supply discipline.

c. Unit Supply Management System (USMS). Commanders, supervisors and supply personnel at all levels of command will participate in a USMS workshop at least annually. Workshops will be scheduled on the YTP/YTC/MTS as appropriate. Intermediate DS/GS Supply units must be given the opportunity to practice their wartime mission in peacetime by performing hands-on support missions during IDT whenever possible.

3-7. TRAINING IN CIVIL DISTURBANCE CONTROL OPERATIONS. USAR units will conduct pre-mobilization training in civil disturbance control operations only when prescribed in ARTEP or required by a civil disturbance control mission.

3-8. MEDICAL TRAINING.

a. Mandatory formal training is required for the award of medical MOS and on-the-job training may not be substituted. Medical MOS will not be awarded by any agency except as specifically authorized by the Commandant, Academy of Health Sciences, or the Commander, MILPERCEN.

b. USAR AMEDD units are urged to seek training opportunities with civilian and government medical facilities and organizations under the formal Civilian Sponsored Unit Program (AR 140-1) or the Contract Training Program (CTP). If formal sponsorship is not desired by the civilian/government agency, USAR AMEDD units may still use such facilities, if a local Memorandum of Agreement (MOA) is established between the unit and institution. Such MOA will be nonlegal and will not set a contractual relationship. All MOA's will be forwarded through channels for review and approval by the CONUSA. An MOA is used only when formal sponsorship is not desired by the civilian/governmental agency; otherwise a DA Form 361 will be accomplished.

3-9. SIDPERS TRAINING - PERSONNEL SERVICE/AG COMPANIES AND USA GARRISONS.

a. SIDPERS proficiency will be a major objective of training programs in battalions, separate companies, and detachments to preclude the need for extensive post-mobilization training.

b. The following actions are considered essential for a viable training program in units with MILPO related missions (Personnel Service/Adjutant General Companies, US Army Garrisons):

(1) With the supporting AC installation, establish and maintain a SIDPERS data base for training. The size of the base should be large enough to provide a realistic cross section of personnel files, but not so large that its maintenance detracts from training.

(2) Process a minimum of one SIDPERS cycle each month.

(3) As a minimum, produce the following standard output reports each month (see DA Pamphlet 600-8-20) for description/uses of each report): Personnel Transaction Summary by Originator (P11); Automated DA Forms 2 series (Personnel Qualification Record)(C93); Alpha Roster (C11); Enlisted MOS Inventory (Part 1 - By Name) (C31); Enlisted MOS Inventory (Part 2 - Statistics) (C33); Officer Skills Inventory and Projection by Specialty (C21).

c. Units contained in VOLUME II of the Army CAPSTONE Program (CAPSTONE - Europe) should be proficient in the tasks outlined in USAREUR Pam 680-10.

3-10. PREPARATION/TRAINING FOR MOBILIZATION/DEPLOYMENT (See Annex BB).

a. Mobilization is an extremely complex process made more difficult by the probability that any mobilization will occur very rapidly. Another complication is that commanders and principal staff members of active installations will deploy overseas in the first days or weeks and will not be present to oversee the execution of the mobilization process. For these reasons there must be centralized planning and decentralized execution of detailed, accurate, and well rehearsed mobilization plans. Such execution is a continuous process and should be conducted and integrated into unit activities throughout the training year. RC units need to train to implement their mobilization plans. Plans may be exercised in conjunction with movement to training areas and AT sites, during overseas deployment training, JTX, FTX, and similar activities. The FORSCOM Mobilization/Deployment Planning Systems (FORMDEPS) is the source document which consolidates mobilization and deployment requirement specifically in VOLUMES II, IV, and V. Preparation/training for mobilization/deployment will be based on the unit mobilization file (FORMDEPS VOL III) and the mobilization plan of next higher headquarters. This preparation/training must have equal status with wartime mission training and involve supporting headquarters and activities. As RC unit mobilization/deployment will normally occur in five phases, preparation/training for mobilization/deployment may be linked to these five phases. Part III, Reserve Component Unit Commander's Handbook, to VOL III, FORMDEPS, outlines in detail the five phases and is distributed to company/detachment level. Soldier administrative, legal and medical processing should be conducted during IDT.

b. This HQ will support units with resources to provide realistic preparation/training for mobilization/deployment. Training evaluations may be done during IDT and/or AT. See Annex BB.

3-11. NBC TRAINING (See Annex X).

a. The FORSCOM training goal for NBC is to prepare US Army forces and the individual soldier to survive and operate effectively in an NBC environment.

b. NBC Training Objectives.

(1) Individuals should be able to:

(a) Demonstrate proficiency in selected Soldier's Manual NBC tasks at least once annually during concurrent and/or integrated training in a field environment.

(b) Demonstrate proficiency on NBC related tasks during administration of the Common Task Test.

(c) Conduct a portion of annual weapon qualification or instruction while wearing full protective clothing and equipment (MOPP level 4).

(d) Perform assigned wartime mission essential tasks while wearing full protective clothing and equipment.

(2) Units will be prepared to demonstrate their ability to conduct operations in an NBC environment to include:

(a) Prepare for operations in an NBC environment.

(b) Prepare for a nuclear attack.

(c) Correctly respond to initial effects of a nuclear attack.

(d) Respond to residual effects of a nuclear attack.

(e) Cross a radiologically contaminated area.

(f) Prepare for a friendly nuclear strike.

(g) Prepare for a chemical attack.

(h) Correctly respond to a chemical attack.

(i) Cross a chemically contaminated area.

(j) Prepare for a friendly chemical strike.

(k) Decontaminate unit personnel and partially decontaminate unit equipment.

(l) Plan for detailed decontamination of unit equipment.

(m) Use smoke to facilitate accomplishment of a mission; familiarize personnel with the problems associated with fire, maneuver, command and contrao, acquisition, tracking and engagement of potential targets while operating in smoke.

(n) Complete a mission while wearing full protective clothing and equipment (MOPP level 4).

(3) In order to make NBC training as realistic and effective as possible, units must:

(a) Integrate realistic offensive chemical warfare operations into CPX's/jamming simulations whenever possible.

(b) Integrate realism into NBC defense situations during FTX's by planning for and using as many training aids/devices/simulants as appropriate to create a realistic situation (CS grenades, PEG-200, BUSH, SPAL, smoke, artillery simulators, etc.).

(c) Insure that individuals complete a portion of individual weapon instruction while wearing full protective clothing and equipment (MOPP level 4).

(d) Insure that a portion of crew served weapons instruction, including aerial systems, is accomplished while crew members wear MOPP level 4.

(e) Ensure that NBC team members demonstrate their proficiency in a simulated tactical/field environment at least once annually.

(f) Make maximum use of MOS 74A, 54E personnel assigned to assist in the planning and conduct of training for an NBC environment.

c. Units must train for the full spectrum of the integrated battlefield. NBC situations must be overcome just like any other impediment to succeed in combat. When units move to the field, commanders insure that individual and unit NBC defense equipment is taken so its presence and use become second nature for the soldier .

d. CDE training requirements for Reserve Component units are contained in HQ FORSCOM letter, AFOP-FDO, dated 22 March 1983, Subject: FORSCOM CTA Pre-mobilization/Deployment and Storage Policy.

e. See FUSA Suppl.

CHAPTER 4

INDIVIDUAL TRAINING

4-1. Objectives and Policies.

a. Objectives. The objectives of individual training are to develop the ability of unit members to master the critical tasks for their MOS and to perform adequately in their military assignments, to effectively fire their individual weapons, and to understand their rights and responsibilities as members of the Armed Forces.

b. Policies.

(1) Commanders charged with the conduct of training will develop and carry out an individual training program which includes the following:

a. MOS Qualification. (See Annex V)

(1) There are a number of methods wherein enlisted personnel may become MOS qualified:

Active Component (AC) School

US Army Reserve Forces (USARF) School (See FORSCOM/TRADOC Reg 135-3 and 99th ARCOM USARF Schools SOP).

Special Mission MOS Training

Contract Training (FORSCOM/TRADOC Reg 135-3)

US Army Correspondence Courses (DA Pam 350-20 series)

Supervised on the Job Training (See Annex Q)

The last two are the least desirable methods since they often are more time consuming and do not result in fully qualified personnel. They should be avoided whenever possible.

(2) Unit readiness is dependent on the capability of personnel to perform duties of assigned positions. Individuals who, for cogent reasons, cannot receive necessary MOS training, should be assigned to another position or unit which can conduct MOS qualification.

(3) Each individual should receive training in all positions of his crew or functional team.

(4) See AR 350-1 for guidance concerning the conduct of Common Military Training (CMT) subjects. Some CMT subjects are covered during initial active duty training; some are also included in service school courses. Refresher training should be scheduled individually if needed. Often it can be deferred until mobilization.

4-2. Recruit Training.

a. Until recruits have departed for initial ADT, they may receive training in subjects introducing them to military life to facilitate their entry upon ADT. The following is suggested appropriate subject matter:

Military Courtesy and Customs	2 Hours
Military Justice	1 Hour
Maintenance, Supply Economy, and Cost Consciousness	1 Hour
Drills and Ceremonies	5 Hours
Field Sanitation and Personal Hygiene	1 Hour
First Aid	2 Hours
Individual Protective Measures Against CBR Attack and Nuclear Warfare Indoctrination	2 Hours
Interior Guard Duty	2 Hours

b. The above 16 hours of training are not mandatory and need not be conducted consecutively. They may be separated by instruction in basic combat training subjects suitable to recruit training, particularly during MUTA.

4-3. Qualification.

a. Officer. Attainment of officer branch qualification is of paramount consideration in officer training. Branch qualification can be attained through USARF Schools, service schools, correspondence courses, or a combination thereof.

b. Non-Commissioned Officer. Specific provisions will be made for the development of NCO leadership capabilities. Opportunity will be sought to improve the prestige, professionalism, and esprit of the NCO corps. To this end, NCOs will be assigned direct responsibility for the conduct of appropriate training subjects and inspections. This will require conduct of and participation in appropriate BTMS courses for the NCO. (See Annex U, NCODP)

c. Schools. Command and unit schools are an appropriate method for attaining/sustaining proficiency in:

(1) Basic tactics and procedures for commanders and staffs of battalions and higher level units.

(2) Troop leading procedures and small unit tactics for junior officers and NCOs.

(3) Leadership.

(4) Methods of instruction.

(5) Maintenance techniques.

(6) Gunnery procedures.

(7) Squad formations.

d. NCO Leadership Academies. NCO leadership academy is established and training will be as prescribed by 99th ARCOM.

e. Each NCO will participate in the NCOES system.

f. Soldiers Manuals and Skill Qualification Tests (SQT) (See Annex Z, ITEP). SQT is primarily a training vehicle. Preparation for and administration of SQT is mission essential and may require the use of both IDT and AT. The Soldiers Manual is the primary vehicle by which individual training is conducted in the unit. It is the primary vehicle for preparation of soldiers to successfully pass their SQT. Training vehicles for mastering critical tasks will include:

(1) Training within the soldier's basic unit as conducted by section leaders, squad leaders, platoon leaders, etc., to insure soldier proficiency in critical tasks.

(2) Individual study programs utilizing Training Extension Courses (TEC) and reference material as listed in Soldiers Manuals for that MOS.

(3) Command directed individual training within the unit training schedules.

(4) Accredited civilian institutions.

(5) USARF school MOS enhancement/producing courses.

(6) Service schools appropriate to more technical MOS training.

(7) Concurrent and integrated training programmed into training situations.

4-4. USAR Enlisted Women Training. See AR 140-2 and DA Pam 140-4.

4-5. Qualification with Weapons and Weapons Systems (see Annex I).

4-6. Signal Security (SIGSEC) Training. Commanders at all levels will develop, establish, and implement an aggressive SIGSEC training program. SIGSEC training guidance and policies are outlined in Section IX, Chapter 6 - Intelligence, FORSCOM Reg 350-3.

4-7. Physical Fitness Programs and Testing. AR 600-9 establishes policies and procedures governing physical fitness, weight control, and military appearance as it relates to body weight. It provides commanders, at all levels, with instruction and guidance for implementation of the Army Physical Fitness and Weight Control Program, and establishes standards of physical fitness and body weight for all members of the USAR.

4-8. Command Information. The objective of the Command Information Program for Reserve Components is to provide members of the USAR with an understanding of the role and needs of the Army, especially during periods of increased international political tension when a condition of general or limited war does not exist. The role of the Reserve Component and the individual's part in this role must be explained in view of the effective this role may have upon the individual, his family, and his employment. Each USAR unit will establish a command information program to meet the following minimum goals:

a. Current Information. Appropriate command information media will be used to keep personnel currently informed of subjects shown below. Media include, but are not limited to, unit newspaper, bulletins, announcements (either oral or written), and posters.

(1) The citizen-soldier's historical role in national defense.

(2) The role of the USAR as vital components of the Total Army.

(3) Changes to the Reserve Component program affecting the unit and individuals.

(4) Unit mission, to include training objective and progress towards attaining this objective.

(5) Mobilization status.

b. Information to Members. Commanders will brief personnel formally, in accordance with provisions of FORSCOM Mobilization Plan, when significant changes in unit readiness occur.

CHAPTER 5

SPECIAL TRAINING

5-1. Air Movement Training, and Opportune Airlift. See Chapter 1 FORSCOM Reg 350-3 and Annex AA this Regulation.

5-2. Aviation Training. See FORSCOM Reg 350-3.

5-3. Communications Training.

a. Non-signal units. The communication elements of non-signal units must be considered in the overall signal training plan. During AT, non-signal units must use organic communications equipment to satisfy internal C-E requirements.

b. Communications Equipment. Shortages of certain items of standard communications equipment is recognized. Maximum use must be made of available equipment, including substitute items, and emphasis placed on preventive maintenance to insure equipment availability for communications training.

5-4. Motor Vehicle Operations. March discipline and convoy operations will be included in the training of units. Principles and basic techniques are in FM 55-30. Additional guidance on tactical group movements is in FM 101-10-1. Command directives and applicable SOP will include guidance to:

a. Stress command supervision with the objective of developing the utmost in teamwork and combat readiness.

b. Integrate motor march training with other training.

c. Provide for training of convoy and individual driving techniques under varying weather and road conditions during day and night operations. Emphasis will be placed on safe driving techniques and speeds related to existing maximum and minimum speed limits as specified in vehicle technical manuals, Department of the Army publications, and local civilian traffic regulations.

d. See Annex O, this regulation, for guidance pertaining to driver training, selection, and licensing.

5-5. RC Overseas Deployment Training. Procedures governing ODT training are contained in AR 350-9 and FORSCOM Suppl 1 to AR 350-9.

5-6. Food Service Training. There is a continuing need for emphasis and improvement in mess management and food preparation. To improve technical proficiency, commanders at all echelons will urge food service personnel to enroll in appropriate Army Service school, USAR school or Army Area School courses. Further, every opportunity will be afforded such personnel to obtain practical training, particularly during IDT. request for food management assistance teams, US Army Troop Support Agency, will be forwarded through command channels IAW procedures outlined in AR 30-1.

5-7. Field Sanitation. a. Field sanitation team training should be conducted annually during IDT in preparation for Annual Training FTX's.

b. The field sanitation team training should be written into the Yearly Training Programs of MSC's Battalions, and separate companies/detachments as mandatory training. The training will be scheduled on the training calendar. TC 8-3 provides the requirements for training of the field sanitation teams. Refer to the attached Master Schedule for the 16 hours of training. If MSC's cannot fulfill the commitment to provide field sanitation team training to subordinate units, then units requiring assistance to meet this training requirement will submit their requests through command channels to 99th ARCOM, ATTN: AFKA-ACE-T-U. DCST will coordinate the training support utilizing the 99th ARCOM Surgeon and Food Service Section of the DCSLOG to provide the training.

c. When available, MSC's should annually program MDS funds to complete the training in ADT status.

d. The field sanitation team must consist of at least two personnel, one of whom must be an NCO. Personnel whose MOS and training require full-time operation under field conditions, such as food service personnel, maintenance personnel, and clerks should not be appointed members of the field sanitation team. Units having organic medical personnel will use them only as one-half of the field sanitation team.

5-8. Food Sanitation. a. In accordance with TB Med 530, it is required that all food service supervisors, food service technicians and food service sergeants attend the National Institute for the Foodservice Industry (NIFI) course in Applied Food Service Sanitation. Certificates will be awarded by Fort Lee to each individual upon satisfactory completion of the 16-hour course. The course will be conducted annually by the 99th ARCOM DCSLOG Food Service Section. The course dates will be announced each training year for newly assigned food service supervisors, food service technicians, and food service sergeants. Once NIFI certified, food service supervisors/sergeants will present subsequent training to all unit food service personnel.

b. Food sanitation training will be written into MSC's, battalion and separate company/detachment Yearly Training Program as mandatory training for food service personnel. The training will be scheduled on the training calendars and reflected on the monthly and annual training schedules. FM 8-34, Chapter 6, provides the requirements for training of the food service personnel. Units not authorized food service personnel will not be required to conduct this training. However, if the unit has an appointed individual to coordinate subsistence (i.e., catered, dining with other units, etc.) they will be NIFI certified.

c. Food sanitation training should be added to the training schedule checklist to ensure it is scheduled on the monthly and annual training schedules.

5-9. Military Intelligence Detachments (Strategic). Training guidance for these units is provided in AR 140-192 and FORSCOM Reg 350-3. Training requirements will not be placed upon these units without prior concurrence of DCSI, FORSCOM Headquarters.

5-10. USAR Cryptologic Units. Training of USAR Cryptologic units (ASA detachments, companies and battalions). USAR cryptologic units are under the training cognizance of HQ FORSCOM. Due to the relative scarcity of these units in the RC Troop Basis, training of these units will be in accordance with a yearly training plan developed by FORSCOM (AFIN-CB).

5-11. USARF Schools. a. Command and Control. USARF Schools are commanded by FORSCOM through First Army and 99th ARCOM.

b. Capabilities. USARF Schools are capable of presenting instruction whereby RC personnel may attain prescribed military educational requirements. USARF Schools have the potential to expand their training capability to the immediate or near vicinity of units, to conduct courses to qualify personnel in the military skills, and MOS enrichment training designed to enhance unit readiness. Commanders at all levels are encouraged to seek out and use this medium to satisfy individual training needs. Unit members may attend USARF School courses in addition to or in lieu of regularly scheduled unit training assemblies or AT when approved by proper authority. USARF School policies, training guidance, and administrative procedures are contained in FORSCOM/TRADOC Reg 135-3 and 99th ARCOM USARF Schools SOP.

c. The USARF Schools within the 99th ARCOM include:

School	Geographic Responsibility
1036	The remaining portion of Western Pennsylvania within the 99th ARCOM not within the 2073 responsibility.
2073	Allegheny, Cambria, Fayette, Greene, Somerset, Washington and Westmoreland Counties in Western PA.
2093	West Virginia, inclusive.

5-12. Nuclear and Chemical Weapons Employment Training (Prefix 5). See FORSCOM Reg 350-3.

5-13. Community Service Projects. See Annex T.

5-14. Marksmanship Program. See Annex S.

5-15. Training Publications. See Annex H.

5-16. Performance-Oriented Training. See Annex G.

5-17. Individual Mobilization Augmentee Detachments (IMAD). See AR 140-15 for information on forming IMA detachments and AR 140-1 for organization and training. IMA detachments will prepare yearly training calendars, programs and schedules as outlined in this regulation. Request for continuation of IMAD will be accomplished annually per LOI published by First US Army.

5-18. Reinforcement Training Units (RTU). Units will organize and train under the provisions of AR 140-1. (See IMAD above for additional guidance).

5-19. Nuclear, Biological, Radiological (NBC). See Annex X.

5-20. Tactical Intelligence Training. See Annex L.

5-21. Operations Security (OPSEC). See Annex W.

ANNEX A

ARMY TRAINING AND EVALUATION PROGRAM (ARTEP) AND TRAINING EXERCISES

1. Reference FORSCOM Reg 350-2 dtd 1 October 1986, 1A Suppl 1 to FORSCOM Reg 350-2, dtd 1 Jul 86.

2. General. This Annex outlines current training guidance pertaining to the conduct of ARTEPs, CPXs, FTXs, and other training exercises.

3. The ARTEP Concept. ARTEPs are written for units undergoing training in a peacetime operational readiness environment. The focus of the ARTEP is collective training.

4. Guidance. The following guidance on the ARTEP applies to all units:

a. Conduct. Conduct training under the appropriate ARTEP following receipt of the coordinating draft edition or DA approved ARTEP. Units for which an ARTEP is not published will be guided by local unit training programs (UTP) prepared under the guidance of FORSCOM Reg 350-2 and this regulation.

b. Modification of ARTEP. The selection of missions, tasks, conditions, and standards in the ARTEP is based on ideal conditions. The unit commanders will tailor or select ARTEP tasks based on their assigned wartime mission, the real world status of personnel and equipment, training posture, and actual environment. Thus, the unit commander is not expected to work in a vacuum. Request aid from units in CAPSTONE associations, sponsor units in affiliation, RDF chain of command, and RG personnel, as appropriate.

c. ARTEP tasks will be prioritized based on anticipated initial wartime missions and current doctrine. (See Annex B, this regulation for further guidance.)

d. Resources to support ARTEP.

(1) Training ammunition to support ARTEP will be provided under the Training Ammunition Management System (TAMS) and Standards in Weapons Training (STRAC). Ammunition authorization will exceed STRAC levels prescribed in DA Cir 350-85-4 dtd 16 Sep 85.

(2) Maneuver Area Commands (MAC)/Maneuver Training Commands (MTC): MAC will normally direct their support to division/brigade/group level. MTC will normally support battalions and lower level units.

e. ARTEP System Feedback. Proponent TRADOC Schools require user feedback to continually improve the ARTEP. Each ARTEP has the address to which comments may be furnished. Units are urged to submit recommended improvements.

5. Definitions.

a. External Evaluation. An evaluation of a unit initiated by a higher headquarters which will diagnose the state of combat readiness of that unit.

b. Internal Evaluation. An evaluation of an individual or unit initiated by the unit commander/training manager in order to ascertain, for his use, the state of combat readiness of that individual or unit.

6. Evaluations. Evaluations are an essential part of the training process because they provide feedback to commanders so that they can adjust their training programs to correct shortcomings. Commanders will use ARTEP evaluations to help meet their training objectives.

a. External ARTEP Evaluations. All company level units will undergo an external ARTEP tri-ennually. A new commander should undergo an ARTEP during his first AT period. External evaluations will not be delayed or cancelled merely because of the belief the unit is not ready for it.

b. Internal ARTEP Evaluations: Internal evaluations, in whole or part, should be incorporated into unit training programs throughout the year. The frequency of internal evaluations will be dependent upon each unit's training needs, personnel turbulence, and the availability of training resources.

c. This headquarters will not normally require or formally schedule subordinate units to conduct an internal ARTEP evaluation.

d. External evaluations are normally conducted utilizing the resources of the 78th MTC, 87th MAC, or this command and will be scheduled by this headquarters.

(1) 78th MTC support is normally requested for external ARTEP scenario preparation and conduct of evaluation for most units.

(2) When the 78th MTC cannot conduct the external ARTEP evaluation, this headquarters will task senior headquarters to prepare the scenario and conduct the evaluation.

e. Scenarios

(1) The exercise director must coordinate with each unit he is designated to evaluate for determination of exact evaluation dates and location and inform this headquarters, NLT 1 February, ATTN: AFKA-ACE-T-U.

(2) Units with scenario responsibility must furnish Readiness Group - Oakdale seven copies of scenario for coordination and validation. Five copies of scenario will be returned 60 days prior to scheduled date of evaluation. Scenarios should contain the following:

(a) General Situation.

(b) Initial Situation and Requirements.

(c) Subsequent Situation and Requirements.

(d) Evaluation Outline - include tasks, conditions and standards of effective evaluation.

(e) Sequence of Events.

(f) Operations Order and Warning Orders.

(g) Aggressor/Support Plan.

(h) Safety Annex.

(3) Evaluation headquarters/senior evaluator will submit ARTEP report for ARTEP conducted during IDT/AT in four copies to arrive at this headquarters NLT 30 days following date of evaluation. Report will be in format prescribed in Appendix I. A copy should also be furnished evaluation units for correction of deficiencies noted during evaluation.

(4) Since its inception, the 78th MTC has written and conducted numerous ARTEP evaluations. Units planning or conducting External/Internal evaluations may request just scenario support from 78th MTC. No external evaluation can be conducted without a validated scenario.

f. The conduct of external evaluations during JTX/JRX/FTX or field exercise not specifically designated to support evaluation is not appropriate. Requests to be granted credit for an external evaluation by participation in such exercises will be considered on a case-by-case basis. Such requests must contain detailed justification and be forwarded to the exercise director thru channels for approval at least 60 days prior to scheduled exercise.

g. Normally minimum of 70% assigned personnel participation is considered essential for external evaluation. Maximum use of unit TOE equipment on hand and operationally ready, commensurate with personnel availability, is required. The basic rule of thumb is that the unit have sufficient personnel and equipment, quantitatively and qualitatively, to operate efficiently.

h. All IDT external ARTEP evaluations will be a minimum of one RSUTA 5 and run continuously with full unit participation.

i. External evaluations administered by the RC chain of command will be conducted by a headquarters at least two echelons higher. In those instances where evaluation two echelons higher is not possible, the 99th ARCOM will designate evaluation headquarters and select the senior evaluator from with 99th ARCOM resources.

j. Senior evaluators should be from other than the evaluated unit and have experience and rank equivalent to or greater than the leaders and key personnel of the evaluated units. The primary consideration for selection of an evaluator should be his/her professional and technical qualifications.

k. Affiliated units will be administered an external evaluation by the AC sponsor major headquarters. All other units will be administered by the RC chain of command.

l. Conduct of Evaluations. The following policies will be followed in the conduct of external ARTEP evaluations:

(1) Evaluation will be conducted in accordance with an approved ARTEP. If there is no approved ARTEP for the unit, an evaluation guide will be prepared in ARTEP format from the unit's UTP. External ARTEP evaluations will be scenario driven, based upon the unit's wartime mission and Mission Essential Task List (METL), and will encompass a minimum of 36 continuous hours of tactical operations. There will be no administrative breaks or non-evaluated time or tasks. The company will be provided its normal support (fire support team (FIST), petroleum, oils and lubricants (POL) maintenance, supply, etc.) and, if feasible, will be task organized in a combined arms configuration (armor, engineers, etc.). The company's parent unit (battalion, etc.) will participate in the evaluation and act as the control headquarters whenever possible. Combat support and combat service support companies will be provided an actual headquarters/unit to support whenever possible. Opposing forces (OPFOR) will be played whenever possible.

(2) The evaluation will incorporate as many of the ARTEP tasks that the unit is manned and equipped to perform within the time available. Priority of tasks to be evaluated will be based upon the unit's METL. A minimum of one primary unit mission will be conducted in full nuclear, biological, and chemical (NBC) protective clothing and mission-oriented protection posture (MOPP 4) equipment and at least one primary unit mission will be conducted at night (between end evening nautical twilight (EENT) and beginning morning nautical twilight (BMNT)).

(3) ARTEPs conducted by a Maneuver Training Command (MTC) will be validated IAW First Army Regulation 350-5. ARTEPs for units with a Directed Training Association (DTA) will be coordinated with the Active Component (AC) sponsor.

m. Requests for waiver of the ARTEP requirement due to inadequate personnel, equipment, or other rationale will be forwarded through channels in sufficient time to reach Hqs, FUSA, ATTN: AFKA-TR-UT, NLT 90 days prior to the scheduled date of evaluation. Should the personnel strength or equipment status of the unit scheduled for an ARTEP deteriorate significantly within 90 days of the scheduled date of the evaluation, the ARTEP will be conducted as scheduled. The ARTEP Coordinator will then determine whether or not the unit had sufficient personnel or equipment for a valid evaluation that would satisfy the triennial ARTEP requirement.

7. Exercises. RC units will participate to the maximum extent possible in the following exercises in accordance with CAPSTONE associations.

a. Field Training Exercises (FTX). FTX should be conducted as prescribed in appropriate ARTEP, FM 21-6, or other training publications.

b. Command Post Exercises (CPX).

(1) CPX is the preferred method of training battalion and higher level staffs since it maximizes training time for subordinate elements.

(2) Each HHC/HHB/HHD will conduct at least one CPX or other appropriate exercise in a field environment each training year. Such exercises will be conducted under tactical conditions and demonstrate capability to operate MTOE field equipment. Guidance for the conduct of such exercises is in references listed in appropriate ARTEP. For this training, RC commanders may structure a composite force, preferably based upon CAPSTONE associations, by grouping separate company sized units with similar functional missions under a command and control HHC/HHD with related TOE missions. "The exercise will be, at a minimum 24 hrs of sustained operations. It will contain at least one displacement. One of the primary objectives of the exercise will be to expose individuals to the stress of sustained operations which would be experienced in wartime conditions."

(3) 99th ARCOM units required to conduct one CPX during each training year are listed as Appendix II, this annex.

(4) After Action Report is required NLT 30 days after the completion of the exercise. Format for subject report is attached as Appendix III to this annex.

c. Joint Readiness Exercises (JRX). Participation of RC units is desired in AC and JRX to the maximum extent possible, especially for CS and CSS units. Policies and procedures for RC participation are in FORSCOM Reg 350-5.

d. Logistical Exercise (LOGEX). LOGEX is a JCS coordinated, DA DCSLOG sponsored, TRADOC directed CPX conducted annually by the US Army Logistics Center. The exercise is to provide realistic training for Army, Navy, Marine Corps, and Air Force combat, CS, and CSS units. Exercise objectives are to train participants in command and staff techniques and to teach new logistical doctrine and concepts.

e. Staff Exercises. These exercises, which train commanders and staff members without the use of subordinate elements, are encouraged. Examples of such exercises are:

(1) Tactical exercises without troops (TEWT).

(2) Battle simulations (PEGASUS, CATTS, CAMMS, FIRST BATTLE, and DUNN-KEMPF).

(3) Map maneuvers.

(4) Terrain model exercises.

f. Command post and field training exercises should integrate the following:

(1) Intelligence, to include opposing forces.

(2) Electronic warfare, to include EW penalty assessment.

(3) NBC, to include casualty assessment, use of detection, monitoring/surveying, and decontamination teams, and practice with training sets.

8. 78th MTC Support.

a. The 78th MTC is available to provide assistance to company and battalion level units in the preparation and conduct of external ARTEP evaluations, CPXs, and Staff Training exercises (STAFFEX). The MTC can provide units with meaningful, challenging exercises while relieving units of the time consuming tasks of preparing and conducting the exercises. Since the MTC cannot provide full support to all units each training year, early identification of your support requirements are essential to allow this headquarters to request use of MTC resources.

b. Requests for 78th MTC support will be forwarded to this headquarters using MTC Support Request Form attached as Appendix IV, this Annex by 1 November, 2 years prior to the date of the exercise.

c. When the 78th MTC or 87th MAC support an exercise, they work for the exercise director. In all cases, except external ARTEPs, the exercise director is the unit commander. In external ARTEPs, the exercise director is appointed by the headquarters two levels above the unit receiving the ARTEP.

d. Units requesting changes to their AT who are also approved for MTC support must indicate in their request:

(1) That the MTC was contacted and concurs with change.

(2) POC and telephone number of MTC requests from units that do not include above information, will be returned without action.

9. Mobile Training Team (MTT) Support.

a. HQ 99th ARCOM is concerned with insuring that its units are provided with the necessary MTT support to effectively accomplish their training mission. This support may be provided to units during Inactive Duty Training (IDT) or Annual Training (AT). Additionally, some support may be provided to units during Inactive Duty Training (IDT) or Annual Training (AT). Additionally, some support can be provided during administrative meetings and to full time support personnel. Efficient management of this support is essential to insure that appropriate and timely support is provided within funding constraints and that FORSCOM/TRADOC assets are not wasted.

b. An MTT should accomplish two purposes. First, it is to provide training which is otherwise unavailable due to lack of requisite expertise within the requesting unit, its parent command or its supporting Readiness Group (RG). Second, it is to train the trainer, providing him with sufficient information on the subject and its available reference data to allow him, with a reasonable amount of preparation, to train his subordinates.

c. Requests for MTT support will be forwarded to this headquarters using MTT Support Request Form attached as Appendix V, this Annex. The suspense dates for submission of MTT support requests to this Headquarters are as follows:

MTT DATE	SUSPENSE TO 99TH ARCOM
Oct - Dec	1 June
Jan - Sep	1 October

d. The RC unit requesting an MTT is to:

(1) Determine that a need for training assistance exists, which is beyond the expertise of unit personnel, based on an assessment of mission readiness and training posture. Informally coordinate projected MTT requirements with the RG assistor/point of contact (POC).

(2) Estimate external MTT support requirements when developing the YTP. This should be accomplished in conjunction with the RG assistor prior to the YTPs publication during the 3rd Quarter of the current training year.

(3) Prepare a formal request for each MTT in the format provided at Appendix V. Forward the request through the RC chain of command to the TAG/MUSARC for their review and action.

(4) Submit an After Action Report for any unsatisfactory MTT in the format provided at Appendix V, Enclosure 1.

(5) Report MTT cancellations or MTT no shows through the RC chain of command.

(6) Units requesting changes to their AT who are also approved for MTT support must indicate in their request:

(a) That the MTT was contacted and concurs.

(b) POC and chain of command telephone numbers of MTT requests for changes not having above information will be returned without action.

ARTEP REPORT FORMAT

SUBJECT: External ARTEP Report

THRU: Channels

TO: Commander
99th ARCOM
ATTN: AFKA-ACE-T-U
Oakdale, PA 15071

1. An external ARTEP evaluation conducted for _______________,
on _______________,
by __________________.

2. Unit Strength: _________ Authorized: _________ Assigned: ___________. Total participation in evaluation: ________, unit members participating in exercise: _________.

3. Date and location of evaluation:

4. ARTEP Number and level of evaluation:

5. Attached copy of ARTEP (GO/NO-GO) tasks and comments as follows:

   a. For tasks listed as NO-GO, provide summary of training deficiencies and recommendations for corrective actions.

   b. Identify areas requiring additional training.

6. Brief listing of resources used in conducting the evaluation:

   a. Manpower:

   b. Equipment:

   c. Materials:

   d. Ammunition:

   e. Fuel:

99TH ARCOM UNITS
ANNUAL COMMAND POST EXERCISE (CPX)

4 Bn, 8 FA
38 Ord Gp
4 Bn, 92 FA
300 TC Gp
302 Med Bn
308 Engr Gp
321 Ord Bn
335 P&A Bn
336 MP Bn
389 P&A Bn
402 QM Bn
429 Engr Bn
443 TASG
458 Engr Bn
463 Engr Bn
475 QM Gp
479 FA Bde
485 Chem Bn

FTX/CPT REPORT FORMAT

SUBJECT: FTX/CPX Report

THRU: Channels

TO: Commander
99th ARCOM
ATTN: AFKA-ACE-T-U
Oakdale, PA 15071

1. (FTX) (CPX) was conducted ________________ on ____________ by ____________.

2. Unit strength: _________ Authorized: _________ Assigned: _________
Total participated in exercise: ______________ Unit members participated in exercise: ____________.

3. General scope of the exercise: (To include modification.)

4. Noteworthy accomplishments or performances.

5. Major deficiencies.

6. Recommendations: (Include specific areas which require attention and further training.)

NOTE: Forwarding indorsements will indicate actions to be taken to correct deficiencies noted.

78TH MTC
EXERCISE SUPPORT REQUEST

1. ______________________________ (Unit to be exercised-TAG/MUSARC)

2. ______________________________ (Ex requested by Duty Psn & Name)

3. ______________________________ (MTOE/TDA)

4. ______________________________ (Control HQs - SEE NOTE 1)

5. TYPE EXERCISE REQUESTED (CHECK ONE):

( ) External ARTEP, ARTEP Number: ______________________

( ) CPX

( ) STX

( ) STX with CAMMS (CAMMS Exercises are available for maneuver units only)

( ) OTHER: Explain): ______________________

****

6. FOR TAG/MUSARC USE: CAMMS support for this exercise is: ( ) Approved

( ) Disapproved:

______________________________ (Printed Name of Approving Officer)

______________________________ (Signature)

****

7. Desired Exercise Date(s):

All three dates must be submitted; Alternate Exercise Dates should be separated, as much as possible. to permit scheduling flexibility.

PRIMARY DATE: ______________

1ST ALTERNATE: ______________

2ND ALTERNATE: ______________

8. Exercise Location: ______________________________

9. Contact Officer (POC): ______________________ (Name/Position) ______________ (Telephone Number)

______________________________ (Military Address)

____

10. Desired Scope of Exercise (Briefly state objectives/areas of interest):

____

____

11. Date/Type of last 78th MTC Exercise: ______________________________

12. REMARKS: ______________________________

NOTE: 1. The Control HQs and Contact Officer for external ARTEP evaluations should be two levels above the unit to be exercised; for CPX/STX, the Control HQs and Contact Officer may be from the battalion being exercised.

See 1A Reg 350-16, Mobile Training Team (MTT) Requests

Reports AFKA
Control TR-12
Symbol:

REQUEST FOR TRAINING ASSISTANCE

POTENTIAL MOBILE TRAINING TEAM REQUEST

1. TYPE TEAM REQUIRED:

2. COMPOSITION OF TEAM:	OFFICER NUMBER	CIVILIAN NUMBER	ENLISTED NUMBER	TOTAL
MOS	______/______	________	_____/_____	_____
MOS	______/______	________	_____/_____	_____
MOS	______/______	________	_____/_____	_____

3. TYPE INSTRUCTION REQUIRED:

A. Type assistance required:

B. Number of students to be taught:______

C. Subjects:

D. Justification for requirement:

E. Unique equipment requirements:

4. LOCATION OF TRAINING:

1AA Form 200-R
(Nov 86)

5. TRAINING DATES: (NOTE: Multiple dates may only be used when all other data (items #1-4 and #6-9) remain the same. Otherwise, separate Forms are required for each request.)

1st Date	/	2d Date	/	3d Date	/	4th Date
	/		/		/	

6. REQUESTED BY: (NAME/GRADE/ORGANIZATION/PHONE NUMBER)

A. Unit POC:

B. TAG/MUSARC POC:

C. RG/CART POC:

7. REMARKS:

A. (Describe TAG/FUNCTIONAL MUSARC/GOCOM efforts to fill requirements from within own resources.)

B. (Describe RG/CART efforts to fill requirements with RC/AC assets.)

8. MODE OF TRANSPORTATION TO TRAINING SITE:

9. INFORMATION ON SUPPORTING UNIT WHICH REQUIRES FUSA FUNDING APPROVAL: (POC/PHONE NUMBER/MAILING ADDRESS/OFFICE SYMBOL.)

INSTRUCTIONS FOR COMPLETING 1AA FORM 200-R

BLOCK 1: Indicate the type of Mobile Training Team required.

BLOCK 2: Indicate the number of instructors, their individual MOS and rank.

BLOCK 3: Type of instruction required.

A. Explain the type of assistance required of the Mobile Training Team. Example: Require Technical Operations and other aspects of special weapons training in classroom environment.

B. Indicate the number of students that receive training.

C. Indicate subjects covered be instruction. Example: Aircraft Maintenance

D. Justify requirement for the Mobile Training Team. Example: Preparation for FORSCOM TVI

E. If there are any unique equipment requirements, they are to be noted in this block. Indicate whether they are available to the unit or need to be provided by the MTT.

BLOCK 4: Indicate where the training is to take place. Include the name of the post and state.

BLOCK 5: Indicate training dates with earliest date first. Multiple dates may only be used when all other data (items 1-4 and 6-9) remain the same. Otherwise, separate forms are required for each request.

BLOCK 6: Requested By:

A. Unit point of contact's name, grade, organization and telephone number. Indicate unit's full mailing address.

B. TAG/MUSARC point of contact's name, grade, organization and telephone number.

C. RG/CART point of contact's name, grade, organization and telephone number.

BLOCK 7: REMARKS

A. TAG/MUSARC will explain/describe all efforts made to fill requirements from within their own resources.

B. RG/CART will explain/describe all efforts made to fill requirements with RC/AC assets.

BLOCK 8: Indicate the mode of transportation to training site. If commercial air is used, indicate the round trip air fare per individual.

BLOCK 9: Indicate information of the unit that will be providing the Mobile Training Team (POC/Phone Number/Mailing Address/Office Symbol).

DF Thru: TAG/MUSARC
Thru: RG/CART Section
To: First US Army, ATTN: AFKA-TR-UT-U

From: Unit Supported

SUBJECT: MTT Support After Action Report
(Required only if MTT Unsatisfactory)

1. MTT Background Information

a. Unit(s) Supported: ______________________________

b. Supporting Unit: ______________________________

c. Location(s) ______________________________

d. Date(s) of Instruction: ______________________________

e. Purpose of Training Support: ______________________________

f. Reference ARTEP/Soldier's Manual: ______________________________

g. Specific tasks taught by MTT: ______________________________

	Yes	No	Remarks
2. Comments by Commander of Unit Supported:			
a. Did the training given meet the purpose and objectives of requested support?			
b. Were appropriate (MOS position) personnel present during the course of instruction? If so, of the number assigned, percent (%) present.			
c. Were unit supervisory personnel present for instruction? How many?			
d. Was this training "Train-the-Trainer" sufficient to conduct future instruction on the tasks listed in subparagraph g above?			
e. Were unit personnel prepared to receive the training?			

Enclosure 1

AFKA
SUBJECT: MTT Support After Action Report

	Yes	No	Remarks
f. Did your personnel respond to the instructions given? (Evaluate in terms of number and appropriateness of questions asked).			
g. Was the instruction conducted in a professional manner, (to include the use of equipment, training aids and devices)?			
h. Would you recommend that this same type of instruction be repeated for other units?			
i. Do you recommend that an alternate means of instruction be provided which is more economical and yet will achieve the same training objectives?			
j. Was the team organized (number of personnel, qualified personnel, equipment etc.) to accomplish the purpose of training support requested?			
k. What support was provided to the MTT (i.e., billets, rations, transportation, training aids, etc.)?			
l. Did the training support the unit's YTP?			
m. Did the requested support meet your training objectives and contribute to accomplishing your YTP objection?			
n. Do you consider the training support to have been effective?			
o. Was the training presented beneficial to your trainer personnel?			

AFKA
SUBJECT: MTT Support After Action Report

	Yes	No	Remarks
p. Are you now capable of conducting similar training with your own resources?			
q. List the names of your personnel now capable of conducting training on the tasks listed in paragraph 1g.			
r. If this type of instruction was to be repeated, what changes would you recommend?			

NOTE: Amplify if a No answer.

/s/ ______________________________
Unit Commander ________________

ANNEX B

TRAINING, GUIDANCE PROGRAMS & CALENDAR

1. Reference:

a. AR 350-1, Army Training.

b. FORSCOM Reg 350-2 w/changes, Reserve Component Training.

c. 1A Suppl 1 to FORSCOM Reg 350-2, w/Annexes A & B.

d. FORSCOM Pam 135-3.

e. FM 25-3 Training in Units.

f. TC 25-7 How to Develop Training Management Skills in the Unit.

g. FM 25-2 Unit Training Management.

2. Two Year Training Calendar

a. Commands above battalion level will develop and issue Two-Year Training Calendars and training guidance for the next training year to their subordinate units in a timely manner. Although not mandatory, these commands are encouraged to issue Two-Year training guidance along with the mandatory Two-Year Training Calendar.

b. Two-Year Training Calendars will set forth a general plan for executing long-range training objectives, events, support requirements and resources. Major activities requiring resources and support shall be identified on the calendar. These activities include, but are not limited to the following:

CPX/FTX/JTX
Weapons Qualification (dates/range)
Internal/External ARTEP Evaluations
Annual Training (sites/dates)
SQT/CTT
ODT Training/Deployment Exercises
Mobilization Exercises
Inspections
Annual Inventories
Maintenance Requirements (Maint Interview MUTA)
New/Displaced Equipment Training
Ceremonies

c. The format shown in Appendix I this Annex, will be used for preparing the Two Year Training Calendar.

d. Content of Two Year Calendars will be reviewed by this headquarters utilizing the checklist at Appendix II, this Annex.

e. Where appropriate, the two year training calendar will be developed in coordination with the AC Partner/affiliate.

3. Yearly Training Guidance

a. On or before 1 March, HQs 99th ARCOM will publish training guidance for incorporation into subordinate unit yearly training programs for the following training year beginning 1 October. Training Guidance will include training goals and objectives, command guidance/priorities, events support requirements and resource allocation.

b. Major Subordinate Commands will annually develop and publish Yearly Training Guidance for their subordinate units. Yearly Training Guidance (YTG) will be both general (incorporating and/or referencing 99th ARCOM guidance) and specific so that it addresses command training challenges of all subordinate units within the MSC's peacetime command structure.

c. Guidance must identify areas requiring training emphasis based upon results of previous evaluations, i.e. 1-R, ARTEP, TE, CLRT, AGI etc. YTG should be published at earliest practicable time during the year to allow subordinate unit commanders sufficient lead time to prepare the following year's Yearly Training Program.

d. Content of YTG will be reviewed by this headquarters utilizing checklist at Appendix II, this Annex.

4. Yearly Training Programs

a. Responsibilities

(1) Battalion, separate companies, detachments, and headquarters company/battery/detachment commanders at higher echelons and USAR schools will develop yearly training programs consisting of a current Mission Essential Task List, Yearly Training Calendar, narrative and additional annexes as required.

(2) Organic subordinate batteries and/or companies of a battalion whose control headquarters prepared the Yearly Training Program will prepare a separate YTC and METL, (i.e. no separate narrative is required of organic subordinates).

(3) Commanders directly controlling separate companies/detachments may either prepare the YTP utilizing input from the subordinate units or place sole responsibility for preparation of the unit YTP on the separate companies/detachments.

b. General Guidance

(1) Commanders will develop Yearly Training Programs during the 3d quarter of the current training year. In developing these programs, consideration will be given to the results of all current training evaluations, higher headquarters guidance and requirements and subordinate level input regarding status of training. Consideration should also be given to the availability of AC support, training facilities, training literature and devices, mobile training teams and available CAPSTONE assistance.

(2) Goals/objectives must be oriented towards attaining capability to accomplish the unit's wartime mission.

(3) To the fullest extent possible, IDT will be used for conducting training of the individual soldier and crew. Annual Training should be used for the conduct of collective training and realistic tactical field training.

(4) BTMS guidance indicates utilization of the following procedure in developing the unit YTP/YTC:

- List key events from Two Year Calendar
- List training requirements from higher headquarters. See checklist, Appendix VI, this Annex, for mandatory training requirements.
- Plan MUTAs
- Block out travel time and administrative tasks
- Enter SQT/CTT dates
- Draft AT objectives
- Fill remaining available time with priority tasks, subtasks from unit's METL

(5) Yearly Training Program will include the following:

(a) METL (see para 3c(1) and Appendix III this Annex).

(b) YTC (see para 3c(2) and Appendix IV this Annex).

(c) Narrative (see para 3c(3) and Appendix V this Annex).

(d) Annexes (see para 3c(4) this Annex).

(e) Yearly Activities Projection (see Appendix VI this Annex).

c. Content

(1) Mission Essential Task List

(a) Based upon their assigned wartime mission as provided by the next higher CAPSTONE headquarters, units will develop a listing of ARTEP tasks determined to be essential to the performance of that mission. All identified tasks will be documented utilizing FORSCOM Form 1-1-R. (See Appendix III for illustrative example of a partial battalion level METL). Commanders should give strong consideration to inclusion of ARTEP tasks which address the CORE Requirements listed in FORSCOM Pam 135-3, Appendix A or B.

(b) Tasks are then assessed for current status of training using a "T", "A" or "I" designation in accordance with the criteria set forth in FORSCOM Pam 135-3, Appendix A, Para A-3b (2)(a)-(c). This is reflected in column 3 of the 1-1-R. Remember, column 3 always indicates the current status of training for all listed tasks.

(c) Tasks assessed as "A and I" must be given a relative priority in column 9 of the METL. The primary consideration in selecting a particular task's priority is its importance to the Wartime mission. High priority "A and I" tasks will become the unit's training objectives for the next training year. Unit commanders may also schedule tasks assessed as "I" for sustainment training during the forthcoming training year if the commander, in his judgment, determines the task to have sufficient importance to mission accomplishment. Relative priorities are shown in column 10 of the 1-1-R.

(d) The Commander will then determine which high priority tasks and/or sustainment tasks will be trained during the training year by placing an "X" or "S" (for "T" tasks requiring sustainment training) in columns 7 or 8 of the 1-1-R as appropriate. Tasks may be scheduled for training during IDT (column 7), AT (column 8), Post-Mobilization (column 9) or any combination of the three.

(e) The METL submitted as part of the YTP shall contain the assessment made by unit's AT Evaluator in Columns 5 and 6 of FORSCOM Form 1-1-R. Appendix III to this annex sets forth an illustrative example of a partial battalion level METL.

(f) Detailed guidance regarding the preparation of the Mission Essential Task List will be found in FORSCOM Pam 135-3, pp A-12, A-13; 1A Suppl 1 to FORSCOM Reg 350-2, Annex B, Appendix B; 99th ARCOM Pam 350-2.

(2) Yearly Training Calendar

(a) A Yearly Training Calendar will be prepared by all units required to prepare a YTP and organic companies/batteries of a battalion. The YTC should, at a MINIMUM, reflect the schedule of training in the following areas:

Unit's Mission Essential Tasks (from METL)
Supporting Individual Tasks
Higher HQs and Mandatory Training Requirements
Weapons Qualifications (individual and crew served)
Support Required for Conduct of Training
Scheduled Internal and External ARTEP Evaluation
Mobilization Preparation Training Events
Special Training Events (SQT; CTT)
NCODP
Training Exercises (CPX, FTX, STAFFEX, etc.)
NBC Training and Testing
Maintenance Training
Physical Fitness Training/Testing
Sidpers/Nuclear Mission Training Events
Dates, Location of AT

(b) Training should be scheduled on the calendar in a logical, building block fashion with progression towards Annual Training. The YTC should be detailed as fully as possible to aid in the development of unit training schedules. Additional guidance regarding YTC development is set forth in 1A Suppl 1 to FORSCOM Reg 350-2, Annex B, Appendix C and 99th ARCOM Pam 350-2. See Appendix IV, this Annex for illustrative example.

(3) Narrative

(a) All units required to prepare a YTP will develop a narrative in addition to the Mission Essential Task List and YTC. Organic companies/batteries of a battalion will attach their METL and YTC to the narrative developed by their respective battalions.

(b) Specific guidance regarding the content of the narrative portion of the YTP is contained in 1A Suppl to FORSCOM Reg 350-2, Annex B, Appendix A which is reprinted as Appendix V to this Annex.

(c) The narrative is the commander's personal stamp to the YTP. To be a meaningful and useful document, it must provide guidance and direction regarding the training program to the unit's trainers. The "Task" "Condition" "Standard" format will be used to identify training objectives only in those instances where the objective cannot be referenced to an ARTEP or Soldier's Manual task, unit SOP, higher headquarter's objective or other published Army document.

(4) Annexes

(a) Supplemental information of a detailed nature may be set forth in separate annexes which are attached to, and incorporated as part of the unit's Yearly Training Program. Standard Annexes for all unit YTPs will be the METL, YTC, Yearly Activities Projection.

(b) Additional areas that can be published as annexes to the unit YTP are:

i - NCODP

ii - Logistics Improvement Program

iii - Leadership Training

iv - NBC Training

v - Resource Annex

vi - Maintenance Training

d. Content of Yearly Training Programs will be reviewed by approving headquarters utilizing checklist at Appendix VII, this Annex.

5. Training Schedules. See Annex C, this regulation, for preparation instructions, submission dates, and procedures for submitting changes.

6. Submission of Two Year Training Calendar, Yearly Training Guidance and Yearly Training Programs.

a. Next higher headquarters is the approving authority for Two Year Training Calendars, Yearly Training Programs.

b. Two Year Training Calendars

(1) Should be published annually no later than 1 April. See Para 2c, this Annex.

(2) Units required to publish shall insure that all organic and attached subordinate units receive copies of the Two Year Training Calendar.

(3) Two (2) copies shall be forwarded annually to this headquarters, ATTN: AFKA-ACE-T-U for approval NLT 1 June.

(4) This headquarters will review documents, make distribution as required and return one (1) approved copy to unit.

c. Yearly Training Guidance.

(1) Unit's (MSC's) required to develop Yearly Training Guidance (YTG) IAW para 3, this Annex, will publish same at earliest possible time during the TY. Such guidance may be supplemented, amended and refined as results of later occurring evaluations become available.

(2) MSC's will submit two (2) copies of its Yearly Training Guidance to HQs, 99th ARCOM annually NLT 1 June. Requests for waivers to this suspense will be favorably considered where subordinate unit Annual Training is scheduled late in the current training year.

d. Yearly Training Program.

(1) Unit's will develop YTP during 3d quarter of training year and publication should be accomplished no later than 30 June annually.

(2) Major Subordinate Commands and units reporting directly to this headquarters will forward three (3) copies of YTP to this headquarters for approval no later than 1 August each year. One (1) approved copy will be returned to unit. Major Subordinate Commands will insure that all organic and attached subordinate unit's receive copies of its Yearly Training Program

(3) Units having intermediate headquarters will forward four (4) copies of the Yearly Training Program. Intermediate headquarters will return one (1) approved copy to unit, keeping one (1) copy for filing, and forwarding two (2) remaining copies to this headquarters, ATTN: AFKA-ACE-T-U so as to arrive NLT 1 Sept annually. Approving headquarter's shall insure a completed checklist reflecting review/approval is submitted with the required two (2) copies of the subordinate unit's YTP. (See Checklist at Appendix VII, this Annex).

d. Changes to plans/programs during course of the training year shall be made to unit's Two Year Training Calendar and YTP/YTC as necessary. Changes should be accomplished during unit's regular training meetings. Significant changes to unit's training programs such as dates/location of training must be forwarded through channels to this Headquarters at the earliest possible time.

999 FA BDE - TWO YEAR TRAINING CALENDAR TY 88

UNIT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEP
999 FA BDE	MEPEX	CPX 10-12 KEYSTONE	STAFFEX		FTX/WPNS Qual 3-4	SQT:13B; 93F;63B; 96B	CTT-All Tasks	AT-Fort Sill,14-29 Ext ARTEP	Maint Intensive			
1/1 FA BN		CPX 10-12 KEYSTONE	MEPEX		FTX/WPNS Qual 3-4 FIG	SQT:13B; 93F;63B; 96B		AT Fort Sill 14-29	Maint Intensive MUTA	CTT-All Tasks		
3/3 FA BN		CPX 10-12 KEYSTONE	MEPEX		FTX/WPNS Qual 3-4 FIG	SQT:13B; 93F;63B; 96B		AT Fort Drum 1-15	Maint Intensive MUTA SIT-All Tasks			
5/33 FA BN	NUC ARTEP Fort Drum	CPX 10-12 KEYSTONE		MEPEX	FTX/WPNS Qual 3-4 FIG	SQT:13B; 93F;63B; 96B		AT Fort Sill 14-29	Maint Intensive MUTA	CTT-All Tasks		

999 FA BDE - TWO YEAR TRAINING CALENDAR TY 89

UNIT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEP
999 FA BDE	FTX KEYSTONE		MEPEX	STAFFEX		CPX WPNS Qual FIG		AT 17-30 Ft Drum	Maint Intensive MUTA			
1/1 FA BN		CPX/FTX Dawson	MEPEX			FTX WPNS Qual FIG		AT 17-30 Ft Drum NUC ARTEP	Maint Intensive MUTA			
3/3 FA BN	WPNS Qual FIG		CPX/FTX Keystone		MEPEX			AT 17-30 Ft Drum Ext ARTEP	Maint Intensive MUTA			
5/33 FA BN	WPNS Qual FIG					MEPEX				AT Fort Knox 6-19	Maint Intensive MUTA	FTX Location TBA

CHECKLIST FOR TWO YEAR TRAINING CALENDAR

GO	NO GO	N/A	
( )	( )	( )	1. Does the two year calendar address training for the upcoming training year and a separate calendar for the year after? (1A Suppl to FORSCOM Reg 350-2, Para 2-6b(4)).
( )	( )	( )	2. Does the calendar identify training events for the subordinate units of the command in the following areas? (FORSCOM Reg 350-2, Para 2-6b(3)).
( )	( )	( )	a. Annual Training Sites and Dates.
( )	( )	( )	b. CPX/FTX/JTX
( )	( )	( )	c. Weapons qualification to include identification of range.
( )	( )	( )	d. SQT and CTT testing dates.
( )	( )	( )	e. Mobilization/deployment exercises.
( )	( )	( )	f. Evaluations - External/Internal ARTEP, Nuclear ARTEP
( )	( )	( )	g. ODT or other deployment training exercises.
( )	( )	( )	h. Known inspections, ceremonies.
( )	( )	( )	3. Has document been developed in coordination with AC unit of affiliation (if applicable)? (FORSCOM Reg 350-2, Para 2-6b(1)).
( )	( )	( )	4. Are support requirements necessary for accomplishing the training objectives identified? (FORSCOM Reg 350-2, Para 2-6b(2)).
( )	( )	( )	5. Is the calendar a useful planning document for the subordinate units of the command?

Comments: ____

____

____

____

____

____

UNIT: ____________________ DATE: ____________________

APPROVED/DISAPPROVED

____
(Signature)

MISSION ESSENTIAL TASKS LIST (FORSCOM Pam 135-3)	UNIT	ARTEP	COMPO/CMD/RG/CONUSA	DATE

UNIT'S ABILITY TO PERFORM TO ARTEP OR OTHER APPROVED STANDARDS

LEGEND T - TRAINED UNIT PERFORMED THE SPECIFIC TASKS EVALUATED TO DOCTRINAL STANDARDS ONLY SUSTAINMENT TRAINING NEEDED TO MAINTAIN PROFICIENCY
A = ADDITIONAL TRAINING NEEDED.
I = INTENSIVE TRAINING NEEDED.

1 TASK NO	2 DESCRIPTION	Commander Pre-AT Assessment 3. T/A/I	Commander Pre-AT Assessment 4. To Be Conducted During AT	Evaluator AT Assessment 5 T/A/I	Evaluator AT Assessment 6. Recm Tng	Projected Training Next TY 7 IDT	Projected Training Next TY 8 AT	9 POST MOB	10 PRI	REMARKS
	ALL ELEMENTS									
3-II-1	PERFORM TACTICAL DISPLACEMENT AND ESTABLISH FIELD OPERATING SITE									
3-II-1-3	PREPARE TO MOVE	T	x	T			✓			
3-II-1-4	CONDUCT MOTOR MARCH	A	x	A			✓		11	
3-II-1-5	DEFEND AGAINST GROUND AMBUSH DURING CONVOY MOVEMENT	A	x	A			✓		12	
3-II-1-7	ESTABLISH UNIT DEFENSE	A	x	A	✓	x	✓		8	
3-II-1-8	POSITION EQUIPMENT AND MATERIEL	T	x	T			✓			
3-II-1-9	MAINTAIN EQUIPMENT	T	x	T			✓			
3-II-2	DEFEND THE AREA									
3-II-2-1	RESPOND TO AIR ATTACK	I						✓	13	
3-II-2-2	RESPOND TO GROUND ATTACK	A	x	A	✓	x	✓		9	
3-II-3	CONDUCT NUCLEAR DEFENSE OPERATIONS									
3-II-3-1	PREPARE FOR NUCLEAR ATTACK	T	x	T						
3-II-3-2	RESPOND TO BLAST, HEAT, AND INITIAL NUCLEAR RADIATION	A				x	✓		5	
3-II-3-3	PERFORM RADIOLOGICAL MONITORING	T	x	T			✓			
3-II-3-5	CROSS RADIOLOGICALLY CONTAMINATED AREA	A				x	✓		6	
3-II-3-7	PERFORM RADIOLOGICAL DECONTAMINATION	A				x	✓		7	

FORSCOM FORM 1-1-R, 1 OCT 85

FOR OFFICIAL USE ONLY

ANNEX-B APPENDIX-III

MISSION ESSENTIAL TASKS LIST

(FORSCOM Pam 135-3)

UNIT

ARTEP

COMPO/CMD/RG/CONUSA

DATE

UNIT'S ABILITY TO PERFORM TO ARTEP OR OTHER APPROVED STANDARDS

LEGEND T - TRAINED UNIT PERFORMED THE SPECIFIC TASKS EVALUATED TO DOCTRINAL STANDARDS. ONLY SUSTAINMENT TRAINING NEEDED TO MAINTAIN PROFICIENCY
A - ADDITIONAL TRAINING NEEDED
I - INTENSIVE TRAINING NEEDED.

1	2	Commander Pre-AT Assessment		Evaluator AT Assessment		Projected Training Next TY		9	10	
TASK NO	DESCRIPTION	3 T/A/I	4 To Be Conducted During AT	5 T/A/I	6 Recm Tng	7 IDT	8 AT	POST MOB	PRI	REMARKS
3-II-4	CONDUCT CHEMICAL/BIOLOGICAL DEFENSE OPERATIONS									
3-II-4-1	PREPARE FOR CHEMICAL/BIOLOGICAL ATTACK	A	X	A	✓	X	✓		1.	
3-II-4-3	DETECT CHEMICAL/BIOLOGICAL AGENTS	A				X	✓		3.	
3-II-4-4	RESPOND TO CHEMICAL/BIOLOGICAL ATTACK	A	X	A	✓	X	✓		2.	
3-II-4-6	PERFORM CHEMICAL/BIOLOGICAL DECONTAMINATION	A				X	✓		4.	
3-I-3	PROVIDE COMMUNICATIONS SUPPORT									
3-I-3-1	ESTABLISH AND OPERATE IN A RADIO COMMUNICATIONS NET	A	X	A	✓	X	✓		10	
4-I-1	OPERATE IN A HOSTILE EW ENVIRONMENT									
4-I-1-1	VOID DIRECTION FINDING (DF) AND TARGETING	A						X	14	
4-I-1-2	RECOGNIZE AND DEFEND AGAINST IMITATIVE COMMUNICATION DECEPTION (ICD)	A	X	A				X	15	
4-I-1-3	COUNTER AND REPORT JAMMING OR INTERFERENCE	A	X	A				X	16	

UNIT: 475TH QUARTERMASTER GROUP (PETRL) YEAR TRAINING CALENDAR - TY 87 PAGE 1 OF 4

MONTH:	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH
DATES:	4-5	1-2	6-7	3-4	7-8	7-8
Training Requirements/ Commitments	18-Trans-Oil Conference 19-Training Conf & TMW	Semi-Annual Weigh-In 15-16 Cdr's Conf-ARCOM CMD Supply Insp (S-4-388th)	Command Brief (HHC) Mobilization Key Personnel Briefing CMD Supply Insp (S-4-347th)	Command Supply Insp (HHC, 475th QM Gp) 10-Pre-Camp Conf Ft. Bragg, NC 10-11 Capstone Conf (377th TAACOM) 16-18 Operation Minute-Man 646th 24-25 475th QM Gp Mini-Enhancement (USMS) 31-Trans-Oil Conf (Staff & Bn Reps)	Unit Movement Officer Officer Conf - ARCOM COMSEC Workshop ARCOM (21-22) UMMS Workshop 475th QM GP 21-22 475th QM Gp Capstone downtrace Conf 26-27 475th QM Gp Mobilization Conf 28-DCSLG Conf (S4)	Operation Minuteman - 347 QM Co 8-Pre-Mob Legal (475th, 347th, 10[illegible]) 3-15 Cdr's Conf ARCOM 25-26 Physical Security Conf 28-29 CSM/1SG Conf
Maint Tng	IAW 475th MIFP					
100% Inv	Cyclic Approx 10% per month					
Tele Alert	Unannounced					
PMCS	1 (one) hour per MUTA					
NCODP	1 (one) hour per MUTA					
OFF DEVELOPMENT	1 (one) hour per QTR					
LIP	2,3,6	3,6	3,4,6	3,6	3,6,7	1,3,4,6
RIP						1,2
				APFT - FTH	** 17-19 ARCOM BUDGET MEETING w/MSCs	ANNEX B
SQT	31C1 72E1 31C2 76W1 31K1 76Y1	71N1 71N3 63B1	71M2	64C1	75B2	71L1/2
CTT	078-920-1001 071-329-1001	071-329-1002 071-329-1003 031-503-1001	071-325-4412 071-331-0801	051-191-1361 031-503-1002	CTT Review	031-503-1015 031-503-1019
NBC				DECON Team Training	Detection Team Training	Survey/Monitor Tng

YEAR TRAINING CALENDAR TY 87

UNIT: 475TH QUARTERMASTER GROUP (PETRL)

MONTH	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH
DATES	4-5	1-2	6-7	3-4	7-8	7-8
Unit Training Requirements	All elements TA-50 showdown inspection Staff Sections: Trans-Oil 87 Planning	HC 3-I-1-4 3-I-2-1 COMMO 3-III-1-6 3-III-1-7 OPS 3-IV-1-3 3-IV-3-1 S-1 5-II-1-7 5-II-1-10 5-II-1-12 5-II-1-13 S-3 5-III-1-1 5-III-1-10 3-II-1-9 S-4 5-IV-1-1 5-IV-1-2	HC 3-I-2-1 3-I-2-7 COMMO 3-III-1-4 3-III-1-6 OPS 3-IV-1-3 3-IV-2-1 Command 5-I-1-4 S-1 5-II-1-13 5-II-1-14 S-3 5-III-1-1 S-4 5-IV-1-1 5-IV-1-2	All Elements MOPP 2 - 2 hrs MOPP 4 - 4 hrs HC 3-I-[illegible] COMMO 3-III-1-2 OPS 3-IV-1-3 3-IV-2-1 Command 5-I-1-4 5-I-1-6 S-1 5-II-1-10 5-II-1-13 5-II-1-14 S-3 5-III-1-1 5-III-1-15 S-4 5-IV-1-1 5-IV-1-2	All Elements RTMS - TW HC 3-I-2-7 COMMO 3-II-1-4 3-III-1-6 OPS 3-IV-1-3 3-IV-2-1 Command 5-I-1-4 S-1 5-II-1-7 5-II-1-10 5-II-1-13 5-II-1-14 S-3 5-III-1-11 5-III-1-15 3- II-4-1 3- II-4-3 S-4 5-IV-1-1 5-IV-1-2 5-IV-1-3	HC 3-I-2-7 COMMO 3-II-1-1 3-III-1-3 OPS 3-IV-1-3 3-IV-2-1 Command 5-I-1-4 S-1 5-II-1-7 5-II-1-10 5-II-1-13 5-II-1-14 S-3 Assist 347th MEPEX-Eval Mob Plan S-4 5-IV-1-1 5-IV-1-2 5-IV-1-3
MUTA #	1-4	5-8	9-12	13-16	17-20	21-24

ITs 475TH QUARTERMASTER GROUP (PETRL) YEAR TRAINING CALENDAR - FY 81 PAGE 3 OF 4

ONTH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER
ATES	4-5, 25	ANNUAL TRAINING	6-7	18-19	1-2, 26	18-20
aining quirements mitments	Standards of Conduct briefing Semi-Annual Weigh-In	2-16 APFT	Maintenance Intensive MUTA	HC - FTX (Keystone)	9-DCSPA Conference 17-AT 89 Schedule 22-LG/LRO S4 Maint Off Conference - ARCON	Weapons Firing 5-ITEP Conference
int Tng	IAW 475th MIPP					
0% INV	Cyclic Approx 10 % per month					
LIP	3,6	3,6	3,4,6	3,6	1,3,5,6	3,4,6
RIP						1,3,4
CS	1 (one) hour per MUTA					
OOP	1 (one) hour per MUTA					
T DEVELOPMENT	1 (one) hour per QTR					
					** 1-2 USMS, (MAKE-UP)	
SQT	31M4 76W1-4 92C1-4	71C1 72E1 76Y1	94B1-2 31[illegible]	31C1-2 51C2 75Z4	71D2	
CTT	081-831-1031 081-831-1016		081-831-1009 031-503-1007	CTT Review	081-831-1005 081-831-1008	CTT Testing
NBC				NBC Team Evaluation		

IT: 475TH QUARTERMASTER GROUP (PETRL) YEAR TRAINING CALENDAR FY [illegible] PAGE 3 OF 4

ONTH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER
ATES	4-5, 25	ANNUAL TRAINING	6-7	18-19	1-2, 26	18-20
aining quirements mitments	Standards of Conduct briefing Semi-Annual Weigh-In	2-16 APFT	Maintenance Intensive MUTA	HC - FTX (Keystone)	9-DCSPA Conference 17-AT 89 Schedule 22-LG/LRO S4 Maint Off Conference - ARCOM	Weapons Firing 5-ITEP Conference
int Tng	IAW 475th MIPP					
0% INV	Cyclic Approx 10 % per month					
LIP	3,6	3,6	3,4,6	3,6	1,3,5,6	3,4,6
RIP						1,3,4
ICS	1 (one) hour per MUTA					
[illegible]	1 (one) hour per MUTA					
-P DEVELOPMENT	1 (one) hour per QTR					
					** 1-2 USMS, (MAKE-UP)	
SQT	31R4 76W1-4 92C1-4	71C1 72E1 76Y1	94B1-2 31E1	31C1-2 51C2 75Z4	71D2	
CTT	081-831-1031 081-831-1016		081-831-1009 031-503-1007	CTT Review	081-831-1005 081-831-1008	CTT Testing
NBC				NBC Team Evaluation		

GUIDANCE FOR YTP NARRATIVE PREPARATION

1. PURPOSE. Concisely state the purpose of your Yearly Training Program (YTP).

2. MISSION.

a. Cite the stated or implied combat or tactical, contingency, supplementary, and administrative missions and/or collective tasks.

b. Emphasis here should be on the Wartime/Capstone Mission(s).

3. OBJECTIVES.

a. Training objectives must give direction to unit training programs and relate to the METL. High priority tasks which have been assessed as weaknesses and are to be trained during the training year can be stated or the METL referenced. Objectives describe specific actions that will be taken to achieve task standards. Guidance at the brigade or group level which focuses upon a major mission such as "move" is appropriate; however, to restate "move" as an objective at battalion and lower levels is not appropriate. Commanders at battalion and lower levels must take the major missions and assess the supporting tasks. Following the assessment, specific supporting tasks of the major missions which have been assessed as weaknesses (the "A"s and "I"s) can then be the stated objectives of battalion and lower units.

b. Objectives not referenced to the METL or other specific published ARTEP/SM Missions/Tasks must be written in task, condition and standard format.

c. Objectives must be programmed into the Yearly Training Calendar (YTC) by specific tasks. (See Appendix IV this Annex)

d. Each company and/or detachment level unit has certain strengths and weaknesses that are mutually exclusive from other like type units. This is a result of many factors (leadership, personnel strength/turbulence, equipment availability, resources, available training areas etc.) which must be addressed when formulating a Yearly Training Program at battalion level. Subordinate units must input to battalion, those unit-peculiar objectives (specific in nature) that support the commander's objectives. Furthermore, these objectives will reflect the current assessment of the METL.

e. Development of training objectives should involve consideration of the (13) Core Requirements set forth in FORSCOM Pam 135-3, Appendix A.

4. EXERCISES. Announce the schedule dates and instructions which will impact on training programs such as those which are pertinent to command post exercises, Dunn Kempf Exercises, Field Training Exercises, to include those AC/RC planned activities in which the organization will be involved. These events should be scheduled on the YTP

5. SPECIAL TRAINING EVENTS. Cite the schedule of, and guidance for, any special training events other than evaluations (para 15) or exercises (para 4, above). Included in this category would be the Skill Qualification Testing (SQT) schedule, Common Task Test (CTT), special unit training programs such as safety officer qualification, seminars, NBC proficiency testing, etc. These events should be scheduled on the YTC.

6. *PHYSICAL FITNESS TRAINING/TESTING. Outline the Commander's guidance for physical fitness and testing. Commanders should incorporate PT subjects and activities into IDT to check the fitness of unit personnel (activities should be limited to personnel whose medical records and histories show no cardiovascular or other medical limitations) announce the requirement for cardiovascular screening in connection with the quadrennial physical examinations of personnel age 40 or over. Cite the schedules and procedures for APFT.

7. *WEAPONS QUALIFICATION. List by type, individual and crew-served weapons which are assigned to the TO&E of the unit and the plan for conducting qualification. Provide general guidance for the accomplishment of weapons qualification. Identify the qualification table to be fired for each weapon.

8. SUPPLY MANAGEMENT TRAINING. Outline the plan for training soldiers in the concepts of supply discipline. Indicate plans for training record-keeping personnel and conducting inventories. State the schedule for Unit Supply Management System (USMS) workshops and program all supply management training on the YTC. Establish LIP objectives based upon deficiencies found during latest CLRT/AGI.

9. NBC TRAINING. a. Outline the objectives for improving NBC training in the unit. Program should include both individual and collective task training IAW requirements established by FORSCOM Reg 350-2, para 3-10.

b. Announce plan for wearing of MOPP level 4 clothing and equipment which must include:

(1) Completion of a mission while wearing full protective clothing and equipment.

(2) Conduct of portion of annual weapons qualification or instruction.

(3) Extended wear for period of 6 continuous hours.

c. Schedule date for annual NBC Proficiency Testing (to be in conjunction with CTT).

d. Identify NBC Team training and schedule proficiency testing.

e. Outline concept for integrating NBC conditions into other scheduled

10. MAINTENANCE TRAINING.

a. Outline the commander's concept for training soldiers in the fundamentals of maintaining equipment organic to the unit.

b. Individual and collective training for soldiers with maintenance related DMOSC (mechanics, armorers, generator operators, recovery crewmen, etc.) will be scheduled on the YTC.

c. Formal maintenance training subjects for all soldiers will be scheduled on the YTC. Merely scheduling a period of PMCS for each MUTA does not constitute a maintenance training program.

d. Schedule annual maintenance intensive MUTA.

e. Announce schedule for conduct of Driver's Training and equipment licensing.

11. INTELLIGENCE TRAINING. Outline plans for training soldiers and staff sections, as appropriate to unit, to perform intelligence duties, maintain OPSEC, and operate on a dirty battlefield.

12. MOBILIZATION/DEPLOYMENT TRAINING.

a. Outline the commander's concept to train toward implementing the Mobilization Plan. As a minimum, guidance should require units to schedule the annual mobilization briefing required by para 2-3, part 3, Volume III, FORMDEPS the key personnel briefing required by Para 1-4b(4), FORSCOM Reg 350-2, Pre-Mobilization Legal Counselling and Telephonic Alert.

b. Identify additional mobilization/deployment training opportunities including:

(1) Rail/truck loading of equipment and vehicles when MOB Plan provides for such methods of movement.

(2) Conducting movement to and from AT site in conformance with unit mobilization movement plan.

(3) Scheduling Triennial Mobilization Exercise and Biennial MOB station coordination conference as appropriate.

c. Preparation/training for mobilization/deployment must have equal status with wartime mission training and involve supporting headquarters and activities.

13. NONCOMMISSIONED OFFICER DEPLOYMENT PROGRAM (NCODP). NCO professional deployment training will be scheduled and reflected on the unit's YTC and training schedules. Such training will be appropriately structured to the needs of the unit and noncommissioned officer as assessed by the commander. (Suggested topics for NCO professional development programs are outlined in Appendix B, AR 350-17. These topics are not all inclusive and commanders may include other subjects which will address immediate unit training needs, i.e., BTMS/FM 25 series concepts and principles on how to prepare for and conduct performance-oriented training, utilization of training support materials such as the ARTEP, soldier's manual, etc.). State how the unit will utilize formal schools to support NCODP.

14. OFFICE DEVELOPMENT PROGRAM. Officer training will be developed based upon the needs of the unit and its officers. Emphasis should be given to common leaders tasks and skills to include tactics, operations in CS/CSS units, terrain appreciation, map reading, weapons and emplacement of weapons systems, communications, maintenance (effective supervision of), troop leading procedures, estimates and orders, integration of fire support etc.

15. EVALUATIONS.

a. State the general schedule and guidance for external evaluations if any are programmed, i.e., ARTEP evaluations to be conducted by a brigade or MTC.

b. State the general schedule or concept for internal evaluations as directed by the commander.

c. Prescribe and emphasize how subordinates will evaluate the effectiveness of individual and collective training during the TY, to include testing soldier skills (utilization of performance-oriented training techniques: Common Task Testing, Job Book Utilization, Internal/External Evaluations of Collecting Training).

d. Prescribe the command policy for feedback and the conduct of regular training meetings. The feedback required during unit training meetings should be in sufficient detail to allow the commander to update the (T,A,I) status of the tasks selected for training from the METL.

16. SCHOOLS/MOSQ PROGRAMS.

a. Outline the unit's program for the use of USAR schools during the current training year, to improve proficiency or MOS qualification.

b. Outline the unit's plans or objectives for resident schools to improve soldier proficiency or improve MOS qualification.

c. State any planned unit internal schools which are visualized during the TY. Identify available school dates which unit members can utilize to coordinate with employers for time off to attend school.

d. Identify units' 3-digit and 5-digit MOS qualification objectives.

e. Prescribe plan for qualifying personnel in DMOS within two (2) years of assignment.

17. SIDPERS TRAINING, NUCLEAR MISSION TRAINING, MEDICAL TRAINING (as applicable)

If applicable to unit, identify training events required by higher headquarters regulations, and schedule on YTC.

18. SUPPORT REQUIREMENTS. State any outside support requirements that the organization plans to use. Included here are Readiness Group assistance, MTC support, funding for unit schools, training areas, ranges and special equipment requirements not available in the unit, etc. (can be a separate Annex).

19. RESOURCE ALLOCATION. State the program for providing assistance to subordinate units using available organizational resources. Included here would be organizational mobile training teams, if any; special instructor expertise available, special training facilities available, medical, maintenance, PAC, etc. Include allocation schedule and priorities here or on the YTC. (May be added to YTP as separate Annex)

20. ANNEXES. As a minimum, Annex A should be the Mission Essential Task List (METL) and Annex B should be the Yearly Training Calendar (YTC). Other annexes may be used to address areas such as the NCO Development Program and Resourcing, Officer Development Program, support requirements, maintenance training subjects, school quotas, resource allocations, and support requirements.

* Reference to unit SOP which addresses the area in the detail outlined is sufficient. Schedule pertinent event(s) on the YTC.

643 Engineer Co (PNL Bridge)

YEARLY ACTIVITIES PROJECTION (SAMPLE)

INACTIVE DUTY TRAINING

DATES	LOCATION	MUTA	ACTIVITY
17, 18 Oct 87	USAR Center	1, 2, 3, 4	Mission Training
14, 15 Nov 87	USAR Center	5, 6, 7, 8	Mission Training
12, 13 Dec 87	USAR Center	9, 10, 11, 12	Mission Training
8, 9, 10 Jan 88	Camp Dawson	13, 14, 15, 16, 17	FTX, Cold Weather Training
13, 14 Feb 88	USAR Center	18, 19, 20, 21	Mission Training
26, 27 Mar 88	USAR Center	22, 23, 24, 25	Mission Training
15, 16, 17 Apr 88	State Gamelands New Florence PA	26, 27, 28, 29, 30	Company FTX
21, 22 May 88	Camp Dawson	31, 32, 33, 34	Weapons Qualification
11, 12 Jun 88	USAR Center	35, 36, 37, 38	Mission Training
9 Jul 88	USAR Center	39, 40	Prep for Annual Training
20, 21 Aug 88	USAR Center	41, 42, 43, 44	Maint Intensive MUTA
10, 11 Sep 88	USAR Center	45, 46, 47, 48	Mission Training

CHECKLIST FOR YEARLY TRAINING PROGRAM

UNIT: ____________________

GO NO-GO N/A

( ) ( ) ( ) 1. **GENERAL** Has unit prepared YTP consisting of a METL, narrative, YTC and appropriate annexes?

( ) ( ) ( ) 2. **METL** Was METL prepared in accordance with FORSCOM and FUSA requirements to include:

( ) ( ) ( ) a. Task selection based upon units' priority wartime mission and CDRE requirements (Bn HQs and higher must include staff tasks);

and

( ) ( ) ( ) b. Utilization of FORSCOM Form 1-1-R, 1 Oct 85;

( ) ( ) ( ) c. All tasks assessed in column 3 using "T", "A" and "I" indicators;

( ) ( ) ( ) d. All tasks which are assessed as "A" or "I" assigned relative numerical priority;

( ) ( ) ( ) e. High priority tasks scheduled for training during IDT, AT or PMT or combination of the three (i.e. unit has completed columns 7, 8 and 9 of 1-1-R);

( ) ( ) ( ) f. Clearly documented requirements for subordinate elements of the unit;

( ) ( ) ( ) g. Effective use of "Remarks" column.

3. **NARRATIVE**

( ) ( ) ( ) a. Does narrative address unit commander's personal concepts and guidance for accomplishing mission capability enhancement training specifically geared for TY ______?

( ) ( ) ( ) b. Is the narrative dynamic, specific and concise? Written primarily in Task, Condition and Standard format, wherever required.

( ) ( ) ( ) c. Does the narrative, at a minimum, provide guidance IAW Appendix A to Annex B, 1A Suppl 1 to FORSCOM Reg 350-2?

d. Does guidance in the narrative address the following areas:

GO NO-GO N/A

( ) ( ) ( ) (1) Maintenance Training - Formal training on care and maintenance of assigned equipment; equipment licensing Driver's Tng Programs; officer and NCO classes on effective maintenance supervision; annual maintenance intensive MUTA; training for personnel with maintenance related DMOS; integrate into field exercises.

( ) ( ) ( ) (2) Mobilization - Triennial Mobilization Exercise; Biennial MOB Station coordination conference; Annual Mobilization Briefing; Annual Key Personnel Briefing; Conduct movement to AT IAW unit's mobilization movement plan; Pre-Mob Legal Counselling; Annual Telephonic alert.

( ) ( ) ( ) (3) NBC Training - Outline Commander's objectives for improving NBC Training in areas of individual proficiency (schedule testing at least once annually); personnel decontamination operations; Decontamination Team training; Radiological/Monitoring Team Training; equipment decontamination operations; Extended wear of MOPP 4 (to include portion of both individual and crew-served weapons training in MOPP 4); Conduct operations in NBC environment while wearing MOPP 4; Perform one mission in MOPP 4 Maximum integration of NBC conditions and training into other scheduled training.

( ) ( ) ( ) (4) Exercises - Provide guidance, as appropriate for GP level Triennial CPX with CAPSTONE aligned subordinate units, HHC/HHD CPX in tactical environment annually, FTX annually for companies/detachments.

( ) ( ) ( ) (5) Evaluations - Indicate general schedule and guidance for external or internal evaluations (reqt. of Triennial External Evaluation); identify procedure for evaluating individual and collective training effectiveness by subordinates; prescribe command policy for conduct of Training Meetings.

( ) ( ) ( ) (6) Weapons Qualification - State plan for accomplishment of weapons qualification for each type weapon assigned to unit to include dates and location(s).

GO NO-GO N/A

( ) ( ) ( ) (7) Physical Fitness Training/Testing - Provide dates and guidance for conduct of annual APFT (personnel under age 40) and personnel age 40 and over medically screened; identify plan for periodic check of physical fitness of unit personnel; announce cardiovascular screening requirement as part of quadrennial physical examination for personnel age 40 and above.

( ) ( ) ( ) (8) Supply Management Training - Provide schedule of annual 100% inventory and Unit Supply Management System Workshops, NOTE!! LIP is now required for only those units having deficiencies found during CLRTS and AGI.

( ) ( ) ( ) (9) Intelligence Training - Identify plan for training soldiers and staff sections to perform their intelligence duties, maintain OPSEC and establish capability to operate on dirty battlefield.

( ) ( ) ( ) (10) Schools/MOS Qualification Programs - State objective of unit personnel being 85% 3-digit and 70% 5-digit qualified; identify plan to qualify all personnel in DMOS within two years of assignment; establish priority method of qualifying personnel by maximum utilization of AC and USAR Schools; identify any unit internal schools planned for the TY.

( ) ( ) ( ) (11) NCODP - Establish program designed to meet needs of unit and NCO; indicate how formal schools will be utilized to support NCODP; (recommend formal subject schedule be attached as Annex to basic YTP).

(12) Officer Professional Development Program - Identify program of officer training focused on needs of the unit and its officers. Include in program basic subjects of METT-T, Operation Orders, emplacement of weapons systems, integration of fire support, defend against tanks and air threat; see FORSCOM 350-2, para 1-3(e) for general concept of this training; attach as Annex to YTP.

GO NO-GO N/A

( ) ( ) ( ) (13) Special Training Events - Cite schedule and guidance for special training events not covered elsewhere to include, SQT, CTT, BTMS sustainment training, required briefings etc.

( ) ( ) ( ) (14) Support Requirements - Identify outside support planned to be used by unit during TY to include RGO, MTC/MTT support, USAR Schools/funding, ranges, training areas, ammunition, fuel etc.; recommend this be attached to YTP as separate Annex.

( ) ( ) ( ) (15) Resource Allocation - State program, if applicable to unit, for providing assistance to the subordinate units; identify type of support available to the subordinate units.

( ) ( ) ( ) (16) Medical Training, SIDPERS Training, Nuclear Mission Training - These areas are applicable to specific type units. Guidance as required by FORSCOM 350-2 and 1A Suppl should be addressed by appropriate units.

( ) ( ) ( ) 4. YEARLY TRAINING CALENDAR (YTC) Does the YTC schedule, at a minimum, the following training requirements:

a. Priority tasks from METL.

b. ARTEP Tasks in CORE requirements.

c. Weapons Qualification, both individual and crew-served with make-ups.

d. CPX, FTX, STAFFEX etc.

e. Mobilization Exercises and training events to include Pre-Mob Legal Briefing, Commander's Briefing, Key Personnel Briefing.

f. Maintenance Training Events to include formal maintenance training, PMCS, officer/NCO classes on maintenance supervision, maintenance intensive MUTA.

GO NO-GO N/A

( ) ( ) ( ) g. Evaluations both external and internal, AGI, CLRT, Training Meetings.

h. Inventory and Unit Supply Management System Workshop; LIP objectives if required by unit.

i. NBC Proficiency testing, individual task training, team training, extended wear of MOPP 4.

j. SQT, CTT, required briefings.

k. APFT and 4-Mile Timed March with make-up dates.

l. NCODP and ODP subjects and dates.

m. AT site and dates.

n. Weak individual tasks based upon ITEP results.

o. Jr Officer training.

p. Equipment Licensing/Driver Training.

UNIT: ______________________

COMMENTS: ____

____

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____

____

____

____

APPROVED/DISAPPROVED

______________________________ ______________________

Reviewer Date

APPROVED/DISAPPROVED

______________________________ ______________________

Higher Headquarters Date

Suspense for Corrective Action ______________________________

ANNEX C

TRAINING SCHEDULES

1. Reference.

a. AR 140-1 w/change, Mission, Organization, Training.

b. AR 350-1, Army Training.

c. FORSCOM Reg 350-2, Reserve Component Training.

d. 1A Suppl 1 to FORSCOM Reg 350-2 w/changes.

e. FM 25-3, How to Conduct Training in Units.

f. FM 25-2 (Test), How to Manage Training in Units.

g. BTMS RC 83-1 Group 4), Battalion Training Management System (BTMS), Training Management Workshop (TMW).

2. General.

a. Training schedules will be prepared by each unit in accordance with the unit's approved Yearly Training Program (See Annex B for preparation instructions of Yearly Training Programs). Units with split locations IAW BTMS will receive and include input from the split unit in the training schedule.

b. Training schedules will be prepared on 99th ARCOM Form 30, Feb 81. This form may be locally reproduced.

c. Training schedules will include sufficient information to:

(1) Enable trainers to prepare and present the prescribed subjects;

(2) Identify and advise personnel to be trained, to be present at the designated place, at the proper time, and with the proper uniform and equipment.

d. Monthly training schedules are to be developed through a review process which schedules the next three months of training based upon the unit YTC. At the end of each month, the schedules are revised to update the next two months and add a third month. For example, at the end of June, the training manager updates July and August, and formulates September.

3. Responsibilities. Unit commanders are responsible for proper preparation and submission of training schedules.

4. General Guidance.

a. Training schedules must coincide with the approved yearly training program and Yearly Training Calendar.

b. Training assemblies will not normally be scheduled for holidays or other important dates which may adversely affect attendance and/or morale.

c. Not more than one paid UTA will be used each training year for participation in parades and ceremonies of a civic nature.

d. When training is conducted on Sunday or other days of religious worship, unit commanders will schedule religious services, not to exceed one hour. Units are required to continue schedule training for those individuals who do not desire to attend religious services. Under no circumstances will religious services be scheduled prior to the initial roll call or following the end of training roll call. A remark on the last page of the training schedule will meet this requirement. See Appendix I.

e. Training should be scheduled in a logical sequence of like subjects when practicable. The objective of scheduling is to provide for continuity, maximum effective use of training time through comprehensive training, and emphasis on practical application of separate subjects.

f. Upon receipt of the approved schedule, each trainer is responsible, assisted by the unit training section, for securing required references, training aids, and equipment.

g. Administrative assemblies, ATAs, RSTs and ETs will be reflected on training schedule when conducted. Guidance for scheduling RST's and ETs is contained in C1, AR 140-1, Paras 3-1, 3-11, 3-12 and Annex F, 99th ARCOM Reg 350-2.

h. Training aids will be used to the maximum.

i. Units will maintain a file copy of all approved training schedules, YTPs, and two year calendars (if required), with changes, for the current TY and past TY.

j. Time allocated for opening and closing formations, roll calls, and administrative details will be held to a minimum. See Appendix I for sample guide.

k. Training schedule will reference collective ARTEP and Individual Soldiers Manual Tasks when applicable. All other references must be specific enough to allow the trainer adequate guidance to prepare the work plan.

5. Preparation Instructions. Training schedules will be directive and include, as a minimum, SM and ARTEP tasks to be trained, date and starting time, specific location of training, duty position or named individual responsible for training, uniform and special equipment requirements, and elements/individuals expected to receive the training. See Appendix I, this Annex, for a completed sample training schedule in BTMS format. Appendix III, this Annex, provides additional guidance for the development of training schedules.

a. General.

(1) Number each page consecutively in block above "when". (Page 1 of 10.)

(2) Unit Commander's signature is required on first page only.

(3) Concurrences and approvals are required on last page only. See Appendix I, page C-I-4, for sample entries. Units reporting directly to this headquarters will leave the approved line blank.

b. Heading.

(1) Unit and Station: Self explanatory. Repeat unit designation on all pages.

(2) ARTEP Block: Insert ARTEP number. If no ARTEP, write "NONE".

(3) Date Block: Insert date schedule prepared.

(4) Inclusive Dates: "From" "To" blocks are the first to last calendar days of that month.

c. When.

(1) The following number of hours will be reflected for each training assembly:

(a) UTA. A minimum of four hours including roll calls and rest periods.

(b) MUTA 2: A minimum of eight hours including roll calls, before and after each UTA, and rest periods.

(c) MUTA 3 to MUTA 6: A combination of the above hours will be scheduled.

(d) See Annex E, this regulation for definitions.

(2) The time required for feeding will be considered as part of IDT only when served in a tactical environment as part of scheduled field exercises.

(3) A maximum of 25% may be charged against each scheduled UTA/MUTA for round trip travel to and from training site.

d. Who. Be specific in designating who is doing what.

(1) "All": Indicates every individual in a unit. Vague terms such as "Company (-)" or "All (-)" should be avoided. Schedule should reflect all elements of the unit for training, e.e, maintenance, mess, operations, command, etc.

(2) When the unit ARTEP lists separate types of training to be conducted for a specific subdivision of a unit, the team, section or platoon will be indicated.

e. What.

(1) Include subject title.

(2) Subjects to be integrated or conducted concurrent with the main subject will be indicted in this column and surrounded by parentheses.

f. Where.

(1) Be specific. Designate which classroom or area in which training is to take place.

(2) When other than home station, list name and address of training site.

g. Trainer. Identify both trainer and assistant trainer by name or use duty position title for all periods of training.

h. References. Each item of the training schedule will include a reference.

(1) All references listed will include specific paragraphs of the pertinent regulation, FM, TM, if used. or the ARTEP or Soldier's Manual where tasks are listed, in the subject column.

(2) List training aids and films in this column.

i. Remarks/Uniform.

(1) Indicate the UTA number for the training year. UTAs will be numbered consecutively starting with the first unit training assembly of October of each year. Administrative assemblies will be denoted by a zero; for example, UTA-0

(2) Uniform will be designated as Class A, Class B or BDU. Unit SOP will include the exact make-up of each uniform.

(3) Equipment will designate those items that participating personnel will need for training. Assembly and roll call at the initial formation will include weapons when required for that day's scheduled training.

6. Inclement Weather Training Schedules.

a. Units should plan for, and attain capabilities to conduct operations effectively under adverse weather conditions. Severe weather conditions may, on occasion, prohibit the performance of training as originally scheduled. In those instances, units will implement training as set forth on a formal two-day inclement weather training schedule. These schedules should be reviewed at least annually to insure the continued validity of the subject matter.

b. Work plans will be developed for the training included on the inclement weather training schedule. Remarks section of monthly training schedule will reference the inclement weather schedule, if appropriate.

7. Enclosures.

a. Enclosures will be attached to the training schedule to designate specific section, platoon, cadre, staff, MOI, or recruit training that is actually being conducted in conjunction with the basic schedule.

b. Enclosures may be attached to clarify or amplify items in the schedule that may be too extensive if included in the basic schedule (i.e, SOJT programs).

8. Submission of Training Schedules.

a. Though BTMS guidelines direct the development of training schedules as noted in 2d above, reporting requirements dictate that these documents be forwarded according to current directives as outlined below.

b. Training schedules will be forwarded monthly in sufficient copies to next higher headquarters, who will conduct review/approval. Units reporting directly to Headquarters, 99th ARCOM, will submit two copies of training schedules to this Headquarters, ATTN: AFKA-ACE-T-U, 99TH ARCOM will return one approved copy for unit filing.

c. Training schedules must arrive at approving headquarters on the first day of each month covering the following calendar month only. Units are reminded that BTMS requires units to project training for three months, however, only the initial month of the training period must be submitted on a monthly basis.

d. (1) All units will submit two (2) copies of all training date changes through channels to this Headquarters, ATTN: AFKA-ACE-T-U for approval and/or information. Copies are to be forwarded in sufficient time so as to arrive at this headquarters NLT 15 days before earliest training date affected by the change. One (1) acknowledged/approved copy will be returned to unit originating the change.

(2) In addition to written notice of training date changes as required to paragraph 8d(1) above, units will telephonically notify this headquarters, through channels, by calling the DCST Operations NCO at Headquarters, 99th ARCOM (Ext. 1152). Telephonic notification should be effected contemporaneous with unit's awareness of the training date change.

e. Units will submit one approved copy of the training schedule to the Area Maintenance Support Activity (AMSA) supporting the unit.

9. Schedule Changes.

a. See paragraph 8d, this Annex.

b. Minor schedule changes may be submitted telephonically to approving headquarters. Pen and ink changes will be made to schedule with approval indicated by "phonecon-(date, time, group)" and approving person's initials. Changes should be submitted as they occur.

c. Extensive changes to schedules requiring re-making of the page or pages affected will be forwarded in the format at Appendix II.

UNIT TRAINING SCHEDULE
Page 1 of 4

UNIT: 458 Engr Bn, Co B
ARTEP: 5-35
DATE: 1 May 84

STATION: USAR Center, 443 Rte 119N, Indiana PA 15701
INCLUSIVE DATES: FROM 1 Jul 84 TO 31 Jul 84

WHEN	WHO	WHAT	WHERE	TRAINER	REFERENCE	REMARKS/UNIFORM
Sun 15 Jul 84						
0800-0810	All	Formation/ Roll Call	Rear Parking	1SG	Company S.O.P. Inclement Weather S.O.P.	Army Work Uniform (BDU) (Mess Section-Cook Whites)
0810-1200	Mess	Operation Unit Mess	Dining Facility Bldg 4528	SFC Chowe SSG Coffee	Master Menu	MUTA 31,32/Work
	Supply Section	Conduct Unit Supply Operations	Supply Room	Supply SGT	ARTEP 5-35, Task 2-9 Soldiers Manual Task 051-196-3245/3246	Work Uniform
	HQ Plt	Conduct Maintenance Operations	Motor	1LT Deadline SSG Wrench	ARTEP 5-35, Task 2-19 LIP Task #3	Coveralls
	1st, 2d, 3d Plt	Conduct Engineer Recontng.	5 mile Radius of USARC	1st Plt Ldr 2d Plt Ldr 3d Plt Ldr	FM 5-12B1/2, Tasks 051-196-2001/2002	1st Platoon Open & Close Communications Net/Work Uniform
0830-0930	E6's, E7's, & E8's	NCODP	Conf Room	1SG Hardcore MSG Gigline	AR 350-17	Topic: In Ranks Inspection
1200-1230	All	Noon Meal	Dining Facility Bldg 4528	SFC Chowe SSG Coffee	Master Menu	

Typed Name and Grade of Unit Commander
JOHN WAYNE, CPT

Signature

99TH ARCOM FORM 30, FEB 81

*U.S. GPO: 1983-396-941

UNIT TRAINING SCHEDULE
Page 2 of 4

UNIT: 458 Engr Bn, Co B
ARTEP: 5-35
DATE: 1 May 84
STATION: USAR Center, 443 Rte 119N, Indiana PA 15701
INCLUSIVE DATES:
FROM 1 Jul 84 TO 31 Jul 84

WHEN	WHO	WHAT	WHERE	TRAINER	REFERENCE	REMARKS/UNIFORM
Sun 15 Jul 84 (Cont'd)						
1230-1330	All	Pre-Mob Legal Counseling	Classrm #5	CPT Law CPT Liable	FORSCOM Reg 350-2, Unit MOB Plan 99th ARCOM MOB Plan	
1330-1620	Mess Section	Operate Unit Mess	Dining Facility Bldg 4523	SFC Chowe SSG Coffee	Master Menu	
	Supply Section	Conduct Unit Supply Operations	Supply Room	Supply SGT	ARTEP 5-35, Task 2-9	
	Hq Plt	Conduct Maint Oper	Motor Pool	1LT Deadline SSG Wrench	ARTEP 5-35, Task 2-19 Rip Task #1	Coveralls
	1st, 2d, 3d Plt	Heavy Equip Operator Maintenance	Motor Pool	1st Plt Ldr 2d Plt Ldr 3d Plt Ldr	Appropriate-10 Manuals	Platoon leaders will conduct hands on training for their individual platoons
1620-1630	Company (-Section + Plt	Formation Roll Call	Rear Pkg Lot USAR Center	1SG Hardcore MSG Gigline	Company S.O.P.	

Typed Name and Grade of Unit Commander
JOHN WAYNE, CPT

Signature

*U.S. GPO: 1983-396941

99TH ARCOM FORM 30, FEB 81

UNIT TRAINING SCHEDULE
Page 3 of 4

UNIT: 458 Engr Bn, Co B
ARTEP: 5-35
DATE: 1 May 84
STATION: USAR Center, 443 Rte 119N, Indiana PA 15701
INCLUSIVE DATES: FROM 1 Jul 84 TO 31 Jul 84

WHEN	WHO	WHAT	WHERE	TRAINER	REFERENCE	REMARKS/UNIFORM
Sun 15 Jul 84 (Cont'd)						
	Section & Platoon	Training Meeting	Conf Room	Company Cdr	BTMS/TMW RC-83-1	Review training conducted 14-15 Jul 84; Update METL, YTC; Review August Tng Schedule; Finalize Sept Tng Schedule; Draft Oct Trng Schedule

Typed Name and Grade of Unit Commander: JOHN WAYNE, CPT
Signature:

99TH ARCOM FORM 30, FEB 81

*U.S. GPO: 1983-396-941

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UNIT TRAINING SCHEDULE
Page 4 of 4

UNIT: 458 Engr Bn, Co B ARTEP: 5-35 DATE: 1 May 84

STATION: USAR Center, 443 Rte 119N, Indiana PA 15071 INCLUSIVE DATES: FROM 1 Jul 84 TO 31 Jul 84

WHEN	WHO	WHAT	WHERE	TRAINER	REFERENCE	REMARKS/UNIFORM

REMARKS:

1. On days of religious observance, one (1) hour will be allowed for church services at the USAR or local civilian services.

2. Training Progress - If progress is greater than expected, additional tasks will be introduced. If progress is slower than anticipated, tasks will be deferred to the next MUTA/UTA.

3. Safety briefings will be conducted as necessary to include personnel and sensitive item accountability at the conclusion of the training.

4. SOJT Program - Individuals identified on Annex A to this training schedule are not MOS qualified. Said personnel will perform the task(s) listed on their individual SOJR work plans. Instructors/immediate supervisors will insure all completed tasks are appropriately posted.

5. Junior Leadership Training - Designated officers and NCOs are enrolled in the Officer Basic or Advanced Course and NCOES respectively. In addition, leadership training will be conducted fifteen (15) minutes before each scheduled MUTA for junior leaders.

APPROVE: ______________________
Battalion Commander

Typed Name and Grade of Unit Commander JOHN WAYNE, CPT	Signature

99TH ARCOM FORM 30, FEB 81

*U.S. GPO: 1983-396-941

UNIT TRAINING SCHEDULE Page 1 of 1	UNIT: Company B, 458 Engr Bn ARTEP: 5-35 DATE: 29 Dec 84
	STATION: USAR Center, 443 Rte 119N, Indiana PA 15701 INCLUSIVE DATES: FROM 1 Jan 85 TO 31 Jan 85

WHEN	WHO	WHAT	WHERE	TRAINER	REFERENCE	REMARKS/UNIFORM
CHANGE 1 TO JANUARY (TY 85) TRAINING SCHEDULE						
1. DELETE:						
Sat 15 Jan 85	ALL	Delete all training and MUTA scheduled 15 Jan 85.				
2. ADD:						
Sat 22 Jan 85	All	All training scheduled for 15 Jan 85 will be conducted.				

APPROVED BY: ______________________
Battalion Commander

Typed Name and Grade of Unit Commander JOHN WAYNE, CPT	Signature

99TH ARCOM FORM 30, FEB 81

*U.S. GPO: 1983-396-941

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CHECKLIST FOR MONTHLY TRAINING SCHEDULE

GO	NO GO	N/A	
( )	( )	( )	1. Is the training schedule based on the Yearly Training Calendar? (FORSCOM Reg 350-2, para 2-6d).
( )	( )	( )	2. Is the training schedule task oriented versus time oriented? (FORSCOM Reg 350-2, para 2-6e(1)).
( )	( )	( )	3. Does training schedule reflect SOJT program for selected individuals?
( )	( )	( )	4. Does training schedule periods identified for conduct of ATAs, RSTs, ETs and administrative assemblies? Does RST/ET scheduling comply with provisions of 99th ARCOM Reg 350-2, Annex F? (C1, AR 140-1).
( )	( )	( )	5. Does training schedule reflect LIP and achievement actions for selected personnel goals/objectives? (99th ARCOM Pam 700-1, Subject: Logistics Improvement Plan; cross reference must also appear in One Year Training Program.)
			6. As a minimum does the training schedule state:
( )	( )	( )	a. Tasks to be performed (indicate appropriate ARTEP or Soldier's Manual)?
( )	( )	( )	b. Person responsible for training?
( )	( )	( )	c. Date and starting time?
( )	( )	( )	d. Location of training?
( )	( )	( )	e. Individuals/elements expected to receive training? (Ref FORSCOM Reg 350-2, para 2-6(d), (3)(b).)

GO	NO GO	N/A	
( )	( )	( )	8. Does the training schedule reflect utilization of MAC/MTC support in conduct of training exercises? (FORSCOM Reg 350-2, para 2-3c.)
( )	( )	( )	9. Does the training schedule reflect internal ARTEP or other evaluative techniques utilized to measure a particular period as to success of training?
( )	( )	( )	10. Are collective ARTEP Tasks and Individual Soldiers Manual Tasks scheduled as references for training? (FORSCOM Reg 350-2, para 2-3b.)
( )	( )	( )	11. For all training, is safety orientation reflected (cold/hot weather, safety briefings, range/weapons safety, motor vehicle safety; and accounting for personnel and sensitive items after training)?
( )	( )	( )	12. Does the training schedule reflect preparation for ODT duty if appropriate?
( )	( )	( )	13. Does training schedule reflect following training?
( )	( )	( )	a. NBC training? (FORSCOM Suppl 1 to AR 220-58.)
( )	( )	( )	b. Maintenance training? (FORSCOM Reg 350-2, para 3-6b.)
( )	( )	( )	14. Does training schedule reflect (as much as possible) performance oriented training? (FORSCOM Reg 350-2, para 2-1h.)
( )	( )	( )	15. Is training decentralized? (Example: Are junior leaders involved in managing & training subordinates?)(FORSCOM Reg 350-2, para 1-3b.)
( )	( )	( )	16. Was opportunity training mentioned in the TS notes (FM 25-2, pg4; FM 25-3, APPE)

GO	NO GO	N/A	
( )	( )	( )	17. Has unit commander signed the first page of the training schedule?

COMMENTS: ____

____

____

____

____

UNIT: ______________________

REVIEWED DATE:

____
SIGNATURE/GRADE OR RANK

APPROVED/DISAPPROVED DATE:

____
SIGNATURE/GRADE OR RANK

*Incomplete

ANNEX D

OPERATORS PREVENTIVE MAINTENANCE TRAINING

1. Reference:

a. AR 140-15, Maintenance of Equipment, w/FORSCOM and First US Army supplements.

b. AR 750-1, Army Materiel Maintenance Concepts and Policies, w/FORSCOM supplement.

c. DA Pam 750-1, Maintenance Guide for Leaders.

d. DA Pam 738-750, The Army Maintenance Management System (TAMMS).

e. 1A Pam 140-1, Maintenance of Equipment and Maintenance Management.

f. FM 55-30, Army Motor Transport Units and Operations, Chapter 9.

g. 99th ARCOM Pam 750-2, Maintenance Support Plan.

h. Soldiers Manuals and Equipment Technical Manuals.

2. General. The peacetime goal of maintenance training is to acquire and retain those individual and unit skills which will keep weapons and equipment ready for use at least cost, both now and upon mobilization. Specific tasks include the following:

a. Focus chain of command emphasis on training personnel how to care for and preserve equipment at least cost.

b. Upgrade maintenance operations and create pride in the unit's ability to keep its own equipment ready.

c. Strengthen the chain of command and develop the long-term effectiveness of junior officers and non-commissioned officers.

d. Stabilize driver/operator and NCO assignments, and identify them on primary items of equipment.

e. Stabilize motor sergeant, mechanic, TAMMS clerk, and PLL clerk duty assignments, so that individuals assigned to these positions rotate less frequently than every year, and upgrade the MOS skills of these personnel.

f. Detect and correct potential or actual equipment failure at the lowest practical echelon with a minimum of time lost, and identify requirements beyond unit capability in a timely manner to the supporting AMSA.

g. Provide timely and accurate maintenance and supply data to the commander, supporting AMSA, and higher headquarters.

3. Objectives.

a. All commissioned and non-commissioned officers understand that Operators Preventive Maintenance Training is a command responsibility, not a responsibility of maintenance technicians. (Armorers, supply sergeants, and motor sergeants are technicians whose command functions are limited to their own technical sections).

b. All supervisors of equipment users and all equipment operators can correctly demonstrate the ability to perform Preventive Maintenance Checks and Services (PMCS) as outlined in applicable technical manuals whenever equipment is used, exercised, and at least annually to the unit commander.

c. All reportable items uniformly show the identity of the permanent operator and supervisors (having hand receipt responsibility) either by name label, stencil, or some other means.

d. 90% of equipment faults are detected by unit personnel, and 100% of scheduled services are accurately forecast on a fiscal year basis to supporting AMSA.

e. At least 90% of reportable items are operational 90% of the time.

f. Key technical personnel (mechanics, armorer, TAMMS clerk, PLL clerk, supply sergeant, motor sergeant) have been assigned to and have functioned in their MOS for at least 12 months.

g. At any given time, no conditions exist which make equipment unsafe to operate or incapable of performing its designated function which have not been identified and properly reported to the appropriate maintenance personnel for corrective action.

4. Standards.

a. All members of the chain of command demonstrate a positive interest in Preventive Maintenance. Extra efforts are rewarded and failures are condemned.

b. For Preventive Maintenance Checks and Services, as outlined in applicable TMs.

c. Junior officers and non-commissioned officers are able to demonstrate inspection techniques without referring to TMs during the course of the inspection.

5. Responsibilities. Commanders will:

a. Allocate enough prime training time, including their own, to insure for themselves that first line supervisors and equipment operators are familiar with and practice these techniques which keep Army equipment available, properly serviced, and operational. Insure enough TMs are on hand. Read and become familiar with DA Pam 750-1.

b. Establish standards. Tell supervisors what is expected by "task" rather than time clock (dedicate separate time for mechanics to train in their MOS and to accomplish maintenance functions, involve senior officers and NCOs, assign permanent operators, decentralize, evaluate, and critique unit maintenance training.

c. Insure that Operator Preventive Maintenance Training periods are scheduled and properly supervised by NCOs in the chain of command of the individual operator. Integrate safety in maintenance training and activities.

d. Inspect maintenance training, equipment, and equipment records often. When not personally inspecting, assign this responsibility to someone else and have this person report what he observes. Insure that operators perform Preventive Maintenance Checks and Services (PMCS) as outlined in equipment TMs and report organizational deficiencies in writing on DA Form 2404 through their section/ platoon leader to unit maintenance personnel.

e. Hold subordinates accountable for the accurate maintenance status of assigned equipment.

f. Personally consult with the supporting AMSA supervisor at least semi-annually to review the unit maintenance program and status.

g. Review 1A Pam 140-1 to insure compliance where applicable.

h. Review 99th ARCOM Pam 750-2 to insure compliance where applicable.

6. Policy. Staff visits by this or higher headquarters will include, but will not be limited to the following areas of interest:

a. Demonstrated ability of a random selection of assigned operators and their supervisors in the chain of command to demonstrate proper before, during, and after operation checks of assigned equipment without the use of TMs during the course of the evaluation. (Primary area of interest).

b. Junior officers and non-commissioned officer knowledge of primary unit weapons and equipment.

c. Positive chain of command interest in Preventive Maintenance.

d. Unit commander knowledge of maintenance training tasks and how they are being achieved.

e. Organization maintenance operations:

(1) Unit maintenance SOP, knowledge of procedures contained in 99th ARCOM Pam 750-2.

(2) Prescribed Load List, DA Form 3318, follow-up requisitions.

(3) Equipment Records Folders and Binders.

(4) Preventive Maintenance Schedule and Record (DD Form 314). Compliance with requirement to forecast what is coming due each calendar quarter one month prior to AMSA, using 1A Form 189-R.

(5) Hands-On-Equipment Training for mechanics, tools, and safety.

7. Operators Preventive Maintenance Training Periods.

a. Unit commanders may establish these periods based on type and density of equipment.

b. As a rule-of-thumb, a minimum of two hours of each MUTA-4 should be earmarked for operators preventive maintenance training. This time can be broken out as best meets the needs of the unit.

c. Operators technical manuals will be used.

8. Maintenance Training.

a. Maximum use will be made of available maintenance specialist courses conducted at service schools.

b. DA Pam 350-10, The US Army Formal Schools Catalog, will be used in selecting courses.

c. The 99th ARCOM DCSLOG sponsors, through the Senior Unit Headquarters, Mini Logistics Enhancement Courses annually. Instruction is provided on the following maintenance areas: TAMMS Record Keeping, Preparation of the Materiel Condition Status Report (DA Form 2406), Driver Qualification, the Army Oil Analysis Program, and PLL Procedures.

d. Maintenance training assistance is also available from the Readiness Group Oakdale Maintenance Assistance and Instruction Team and from supporting AMSA shops. All that is necessary is to request it.

9. Summary. Good maintenance and good maintenance training are characteristics of good units. Neither is achieved by accident. The ultimate responsibility for both rests with the unit commander and his chain of command. Each unit is unique; thus, the intent of this Annex has not been to provide a detailed "how to do it", but rather to provide information on what is expected and how it may be achieved. The ARCOM Commander expects all equipment operators and their supervisors to know how to take care of equipment and to do it, as outlined in the equipment technical manuals, whenever equipment is used or exercised. He expects all unit leaders to integrate this kind of training during other training and to improve the quality of care our equipment gets before, during, and after use. It is not enough for motor sergeants and other maintenance technicians to be able to repair and service equipment, or to train operators. Operators and their supervisors in the chain of command have to be actively involved if the unit is to have good maintenance and good maintenance training. Likewise, it is not enough to merely schedule Operators Preventive Maintenance periods on the training schedule. The preventive maintenance must be accomplished during these scheduled periods and well supervised. Finally, operators themselves and their supervisors must be trained, willing, and able to care for their equipment. This is the challenge.

APPENDIX I

MAINTENANCE AND SUPPLY INTENSIVE MUTA 4

1. Purpose: This document provides a program for conducting a maintenance and supply intensive MUTA 4 in Reserve Component units.

2. Objectives: a. To provide a program to train unit personnel in the correct procedures for conducting PMCS (Preventive Maintenance Checks and Services) on individual and organizational equipment.

b. Conduct PMCS on unit's individual and organizational equipment.

c. To properly account for individual and organizational property through the process of actual property count and the verification and updating of hand receipts and property book.

3. General:

a. Yearly Training Programs/Yearly Training Calendars are to be revised to reflect a Maintenance and Supply Intensive MUTA 4 for the MUTA following the unit's return from Annual Training. The following units are exempt from this requirement: Military Intelligence Detachments, USARF Schools, and PA Detachment. Although exempt, the units will insure adequate time is scheduled to perform maintenance, supply and accountability requirement.

b. For this program to be effective, the unit commander must dedicate all the unit's resources towards the attainment of the objectives listed above. The effectiveness of the program will depend, to a large extent, on the preparation and planning accomplished prior to MUTA 4. Paragraph 4b lists some of the major items that should be accomplished prior to the actual execution of the program.

c. While maintenance is the most dominant theme of the weekend, property accountability ranks as a close second. At the same time, unit personnel and first line supervisors are actively engaged in maintenance training and PMCS, it is envisioned that the commander, platoon leaders and supply personnel will take the opportunity to update and verify hand receipts, clothing records and unit property book.

d. This program is designed for a unit that has a reasonable ratio of strength to equipment. In units that have low strength but a high density of equipment, the program should be adjusted accordingly. Example: Each individual may conduct PMCS on two weapons and protective masks rather than one.

4. **Procedures**: a. The following assumptions/principles apply in the conduct of this program:

(1) The principles of BTMS (Battalion Training Management System) should be adhered to whenever possible (i.e., hands-on, performance-oriented training, task, condition, standard format, training by first line supervisor, evaluation/inspection).

(2) The responsibility for vehicles, weapons, protective masks, etc., should be assigned down to the lowest level - to individual operators.

(3) Unit integrity should be emphasized throughout the weekend. Squad/section/team leaders should conduct the training even at the expense of having a duplication of effort or one person teaching two others.

(4) Flexibility must be considered when planning the weekend as well as during the execution of the training. Maintenance on some items may require more or less time than originally allocated. Specific time constraints should not be established. Other factors to consider may be space, availability of cleaning materials and the weather.

(5) First line supervisors must be instructed/tested in subject they will teach prior to the MUTA 4. MAIT and SAIT can assist units in this training.

(6) First line supervisors do the instructing, not the mechanics, motor sergeant or armorer. Officers and senior NCO's supervise and inspect, insure smooth execution and transition of the program and conduct inventories.

(7) During PMCS, on-the-spot correction should be made (i.e., add oil, change filters, replace batteries). The armorer and mechanics should assist in these areas as well as job order specific equipment as necessary.

(8) Integrate the checking of individuals licenses (SF 46 and 348s) for vehicles, generators, liquid powered refrigeration equipment, pumps, etc., with the maintenance training.

(9) Integrate the checking of weapons cards with the maintenance of all weapons to include individual weapons and crew served weapons.

(10) Concurrent training in maintenance should be considered for special purpose equipment (generators, NBC equipment, etc.).

b. The effectiveness of the training and maintenance effort during the MUTA 4 will depend to a great extent of the planning and preparations that take place prior to the weekend. Provided below are major items that should be accomplished prior to the MUTA 4:

(1) First line supervisors must be adequately trained. The use of MAIT, SAIT, motor sergeant, TEC, and USAR schools should be considered to accomplish this.

(2) Sufficient publications (TMs, SCs, SMs) and forms (2404) should be ordered in sufficient time.

(3) Obtain adequate cleaning materials, lubricants, solvents, filters and other related materials.

(4) Supply personnel should be able to reconcile outstanding hand receipts, have individual clothing forms available and be prepared to make a property count.

(5) Give advance notice to all unit personnel as to purpose, responsibilities and expectations.

(6) Plan a detailed training program that is flexible, simple to follow and that accomplishes the weekend's objectives.

(7) Consider the use of MRE's or box lunches for meals in order to maximize available time allowed for maintenance of food service equipment by food service section.

c. The maintenance training being conducted should be consistent with the concepts of BTMS. This training will consist of three phases: Phase 1: The teaching phase - the student(s) follow the instructor step by step through the PMCS of an item utilizing and hands-on training techniques. Phase 2: The students work at their own speed on the equipment or additional items (Example: He/she is tasked to maintain four weapons). Phase 3: The first line supervisor and possible the platoon sergeant/platoon sergeant/platoon leader inspect the items and evaluate the individual's performance. The benefits derived from this process over the long run are improvement in first line supervisor knowledge and confidence, more respect of first line supervisors by their subordinates and the longer retention of information and skills in the unit.

d. Scheduling of maintenance. An example of how a maintenance program should be scheduled is at Appendix 1. Each unit can develop a similar flow chart consistent with its own unique-organization. The following principles were applied in developing the maintenance schedule/flow chart.

(1) Squad/section/team integrity should be maintained whenever possible.

(2) Major sections/platoons should be rotated through each major area sequentially to reduce confusion in arms room, motor pool and to make better use of available cleaning materials, publications, technical assistance, etc.

(3) Erection of tentage should be programmed as the first activity in the day and the last one of the weekend to maximize drying time.

(4) Small sections such as commo, maintenance, and food service must be provided time to conduct maintenance on their personal organizational clothing and equipment (TASO), weapons, masks, vehicles, and tentage.

(5) During the platoon/section vehicle training, the maintenance section should assign a dedicated mechanic to assist instructors or to troubleshoot equipment as required in the platoon.

(6) If the detail personnel are required to assist on equipment, such as special purpose or mess equipment, keep unit integrity in the detailed personnel.

e. Some suggestions for conducting PMCS on specific equipment are provided below:

(1) Tentage - Erect all tentage. Check for serviceability of canvas, ropes and poles. Color code poles/stakes if appropriate. Clean tentage. Insure tentage is dry prior to repacking. Inventory all components of tentage.

(2) Weapons - Conduct PMCS on all weapons according to operators' TM and Soldiers Manuals. Inventory all weapons by serial number. Verify/issue weapons cards as required.

(3) Organizational Clothing and Individual Equipment (CTA 50-900) - inspect all individual equipment for serviceability and cleanliness. Verify equipment with individuals' clothing record. A full layout is not recommended since effective use of time is critical.

(4) NBC Equipment - Protective masks should be fitted, checked for serviceability and cleaned IAW operators' manuals. Filters should be changed as required. Monitoring equipment should be cleaned for calibration, serviceability and cleanliness. All equipment should be inventoried.

(5) Vehicles - Conduct PMCS IAW operators' TMs on all vehicles. Insure that all items pertaining to a vehicle such as BII (Basic Issue Items) and those from the Additional Authorization List are inspected and maintained. All items associated with a vehicle should be inventoried. Individual operators' licenses (SF 46) and DA Form 348s should be verified. Personnel should be instructed in the proper manner of filling out the DA Form 2404 and DD Form 1970 and in proper dispatch procedures.

(6) Food Service Equipment - PMCS should be conducted IAW operators' TMs. Equipment should be cleaned and inventoried. Component parts must be included in the inventory. Dining record should be reviewed to ensure the records are current IAW 30-1. (Most recent update).

(7) Commo Equipment - PMCS should be conducted IAW operators' TMs. Vehicle radios should be mounted on assigned vehicles. Antennas should be erected utilizing all components. A distant station should be programmed to test radios during operation. Batteries should be inspected for cleanliness and serviceability. All commo equipment should be inventoried and labeled as to user. (Example: 1st Sqd, 1st Plt).

(8) Special Purpose Equipment - Could be a varied range of equipment to include generators, tool boxes, pioneer sets, etc. PMCS should be conducted IaW operators' manuals. All components of sets, kits and outfits should be inventoried, cleaned and inspected for serviceability. Appropriate BII should also be inventoried for appropriate equipment.

5. Subsequent Actions: Additional actions are required in the unit after the maintenance training has been concluded and property counts made. Maintenance personnel and/or operators must correct deficiencies identified on the equipment during PMCS. Equipment to be repaired at a different level of maintenance must be turned in with appropriate documentation. Differences in property adjustment action (Report of Survey, GPLD), turn-in of excess and requisitioning of shortages should also occur.

ANNEX E

INACTIVE DUTY TRAINING

1. Reference.

a. AR 140-1, Army Reserve Mission, Organization, and Training.

b. AR 37-104, Finance and Accounting for Installation Pay and Allowance of Military Personnel.

c. FORSCOM Reg 350-2, Reserve Component Training.

2. General.

a. This Annex prescribes general procedures for conducting unit training assemblies (UTA) and multiple unit training assemblies (MUTA) during Inactive Duty Training (IDT).

b. Troop Program Units of the 99th ARCOM are authorized, and will perform, 48 UTAs per training year. Payment for Inactive Duty Training in excess of 48 assemblies is not authorized. Requests for exception to this policy must be forwarded through Headquarters, 99th US ARCOM IAW AR 140-1, para 3-4.

c. The focus of IDT should be mission related training to include MOSQ, CTT and professional development. Inactive Duty Training should provide for individual and crew served weapon qualification, intensive leader training, collective training at lower echelons, CS/CSS missions and sustainment training and situational drills.

3. Definitions.

a. Unit Training Assembly (UTA). An authorized and scheduled training assembly of at less than four hours duration, including roll call and rest periods. At least one day's pay and one retirement point is authorized for each assigned or attached individual who satisfactorily completes the entire assembly. This assembly is mandatory for all troop program units.

b. Multiple Unit Training Assemblies (MUTA 2-6). Two or more UTAs conducted consecutively. No more than two UTAs may be conducted in one day. Each assigned or attached individual is authorized one day's pay and one retirement point for each UTA of the MUTA satisfactorily completed. When a MUTA is scheduled for calendar day, each component UTA will be of equal duration. A MUTA-3 or MUTA-4 requires two (2) calendar days. A MUTA-5 or MUTA-6 requires three (3) calendar days.

c. Two Hour Training Assembly. A scheduled training assembly of at least two hours duration exclusive of roll call and rest periods. Assemblies of two hours duration will be authorized for reinforcement training units (RTU) and TMA detachments in a non-pay status. Units authorized to participate in two hour training assemblies are not permitted to combine two or more two hour assemblies for the purpose of multiple point credit. However, these units may schedule UTAs and MUTAs.

4. Policy.

a. Multiple Unit Training Assemblies (MUTA). Maximum number of MUTAs will be used for mission essential training. Primary emphasis will be upon training the unit so it can perform its mission as it must in combat, in the field, under stress, and for an extended period of time.

b. No more than 35% of the authorized 48 paid assemblies (i.e. 16) may be held within any 3 month period. Additionally, a maximum of 20% of the authorized 48 assemblies (i.e. 9) will be conducted during any 1 calendar month. Requests for exceptions to these limits must be forwarded to HQ, 99th US ARCOM, ATTN: AFKA-ACE-T-U.

5. Additional Guidance.

a. The minimum number of training hours prescribed for the various MUTA is for pay/retirement purposes and is not intended to restrict commanders from scheduling training which exceeds the minimum requirements.

b. For field type training, unit training schedules will show the entire period the unit is away from it's home station, i.e., MUTA-4, 0600 21 April - 1800 22 April.

c. A maximum of 25% may be charged against each scheduled UTA/MUTA for round trip travel to and from training sites.

d. MUTAs may be used to conduct external ARTEPs when time, personnel, facilities, and equipment permit.

6. Request for Weekend Training Facilities. See Annex Q.

ANNEX F

EQUIVALENT TRAINING AND CONSTRUCTIVE ATTENDANCE

1. Reference.

a. AR 140-1, Mission, Organization and Training.

b. AR 140-185, Training and Retirement Point Credits and Unit Level Strength Accounting Records, w/change 1.

c. AR 135-91, Service Obligation, Methods of Fulfillment and Enforcement Procedures, w/changes 1-8.

2. Purpose. To prescribe policy and provide guidance for equivalent training and constructive attendance within the 99th ARCOM.

3. General. Pre-Mobilization readiness of a unit depends upon the unit's ability to function as an entity. Effective training management requires that each unit member train as a member of the team. Good unit training demands that soldiers train with their unit. The use of equivalent training (ET) or constructive attendance can be authorized by the unit commander for cogent reasons as outlined in paragraphs 3-10 through 3-12, AR 140-1.

4. Definitions.

a. Equivalent Training (ET). Equivalent training is that activity performed in lieu of scheduled training. Pay or retirement point credit or both are authorized. ET must be accomplished within 60 days after the training for which it is substituted.

b. Regular Scheduled Training (RST). Training scheduled on the unit training schedule for subsections of the unit or for individuals at a time other than the regularly scheduled unit training assembly (RSUTA). Pay and retirement point credit are authorized.

c. Regular Scheduled Unit Training Assembly (RSUTA). That training period treated as a UTA/MUTA for which pay and retirement point credit is authorized.

5. Policy.

a. Constructive credit or ET can only be authorized by the unit commander. There must be sufficient justification and the unit commander must approve such training.

b. Equivalent training will be restricted to only those instances where an individual has missed a regular scheduled period of instruction and desires to make up that instruction. A member who misses a regular scheduled unit training assembly (PSUTA) or regular scheduled training (RST) due to an unforeseen emergency situation of a personal nature, may make up no more than four UTAs during a fiscal year (1 Oct - 30 Sep).

c. ET given will be the same type and quality as the training missed. ET will be appropriate to and enhance the ability of the individual to accomplish his or her assigned duties.

d. ET must be at least as long as that training missed.

e. ET will not be authorized for training assemblies missed due to ADT.

f. ET by its very nature can only be approved and performed after training assembly missed.

g. ET must be attended in the prescribed uniform.

6. Training Schedules.

a. The importance of the training schedule is carrying out programmed training cannot be over emphasized. The schedule supports the unit pay package, verifying the dates when the RSUTA and RST takes place, plus showing who did the RST and what training was performed.

b. Training schedules will be prepared by unit commanders and a 30 day training plan in accordance with approved yearly training programs.

c. 30 day training plan will include all training activities of the unit, subsections of the unit and separate training for individuals in a comprehensive plan which is centered upon, but not limited to, the regular scheduled unit training assembly (UTA/MUTA). This plan will provide the staff visits, inspections, training at other times and/or locations, support of other units by unit personnel, special training, attendance at OCS, service and USAR schools. To have a series of formulations credited as an assembly, all subsections or individuals in the unit must be included in the series within 30 consecutive days. Training, conducted as per this schedule, is not considered equivalent training.

7. Constructive Attendance. Unit commanders will grant credit for constructive attendance in accordance with the following:

a. Individuals participating in regular scheduled training (RST) in accordance with the unit's comprehensive training schedule will be considered constructively present at the regular scheduled training assembly (RSUTA) when so shown on the training schedule. These individuals will be entitled to pay and retirement point credit when otherwise qualified.

b. Individuals participating in equivalent training, in lieu of attending scheduled training assemblies of their assigned unit, will be considered constructively present at training assemblies with entitlement to pay and retirement point credit.

c. Constructive attendance without entitlement to pay is authorized for individuals participating in a course of instruction at any Army Service School, USAR School, or OCS, during tours of active duty for training. This includes initial tours of active duty as a result of enlistment in the US Army Reserve and properly excused absences resulting from injury, sickness, emergency, or other circumstances beyond the control of the individuals (See AR 140-185 for procedures).

ANNEX G

PERFORMANCE ORIENTED TRAINING

1. References:

a. FM 25 Series.

2. General.

a. The standard training management system for all 99th ARCOM units is the Battalion Training Management System (BTMS). Time is a critical training resource in the RC. Units should use the principles of BTMS to gain full benefit from their limited time.

b. Performance oriented training is essential for an effective training program. It is a training and evaluation technique for individuals or teams/units to do their tasks under specified conditions and standards within a certain period of time. The format of SM and ARTEP manuals makes performance oriented training easy; leaders train their subordinates to do the task as written in these manuals.

3. Definitions.

a. Performance Oriented Training. An integrated training and evaluation technique that requires individuals or teams/units to perform tasks under specified conditions to definite standards, prior to the completion of that training period. Performance oriented training emphasizes hands-on practice.

b. Training Objective. A three-part statement that specifies the task, conditions, and standards. The definitions of the three parts of a training objective are:

(1) Task. A measurable, demonstrable action to be performed by an individual or team/unit.

(2) Condition(s). The circumstances under which that particular task is to be performed, e.g. information/equipment provided or denied for the task, to include environment.

(3) Standard. The minimum acceptable proficiency required for performance to be considered satisfactory.

4. Performance oriented training is the training method for both individual and collective training.

a. Individual training is guided by the Soldiers Manuals (SM). The SM uses the principles of performance oriented training and each skill is defined in terms of tasks, conditions, and standards.

b. Collective training is guided by the ARTEP. Here again the ARTEP is written in performance oriented terms with tasks, conditions, and standards.

5. An outline for conducting task training using performance oriented training is at Appendix I, this annex.

6. Performance oriented training recognizes and stresses the need to train soldiers through their performance of specified objectives.

a. Characteristics of Performance Oriented Training.

(1) Precise training objectives. Performance oriented training is characterized by training objectives which state precisely what the personnel undergoing the training must know and be able to do upon completion of that training.

(2) Soldiers Manual Related Training Objectives. Since training is preparation for job performance, the task, conditions, and training standards set forth in each objective related to the job are the requirements of the soldiers undergoing the training.

(3) Personnel undergoing training are active in a job environment. In performance oriented training, lectures and conferences are held to a minimum. A great bulk of the training time should be devoted to practical exercises designed to insure the personnel being trained are capable of performing the tasks under the conditions and to the training standards they will experience in their MOS environment.

(4) Evaluation of training is a continuous process. As a result of emphasis on "learning by doing", the commander receives continuous "feedback" on the progress of the soldiers undergoing training, and consequently, on the efficiency of the training program.

b. Advantages of Performance Oriented Training.

(1) Training objectives are clear and explicit. By virtue of the detailed information contained in training objectives, the trainers and the personnel being trained share an understandable, common focus for their efforts.

(2) Training resources are employed efficiently. Training objectives are written in precise, measurable terms; thus the unit commander and the personnel undergoing training understand exactly what their training is designed to accomplish. As such, the training resources (human, physical, financial, and time) necessary to accomplish each training objective can be more objectively estimated and allocated.

(3) Training is soldier oriented as opposed to instructor oriented. When performance oriented training is employed, soldiers are actively engaged in performing the tasks and the conditions specified until they can demonstrate minimum acceptable proficiency as determined by the training standards.

(4) Training is based on sound principles of learning and motivation. Knowledgeable educators have long recognized that, if desired learning is to take place, certain learning and motivation conditions must be present. A summary of these conditions and their relationship to the performance oriented training approach is as follows:

(a) Condition I. Soldiers must understand what they are expected to learn.

(b) Condition II. Soldiers must understand why they need training.

(c) Condition III. Soldiers must have an opportunity to practice what they have learned. Performance oriented training stresses active, "hands-on" participation by the personnel undergoing training.

(d) Condition IV. Soldiers must get reinforcement that they have accomplished the desired learning. Training objectives contain statements of minimum acceptable performance (training standards). When each soldier can perform a task, under the conditions specified and meet the established training standards, he receives immediate feedback (and reinforcement) that he has accomplished his learning objective.

(e) Condition V. Learning must progress in a logical sequence (i.e. easier to more difficult).

(f) Condition VI. Each soldier must be willing to learn. Satisfaction of the previous five conditions for learning helps to create a learning environment that is conducive to developing motivated soldiers.

7. Specific details as to formulation of performance oriented training are outlined in the FM-25 series. Each commander/training manager and trainer should be thoroughly knowledgeable with its contents and of the referenced training documents in paragraph 1, which are basic to conducting effective training.

OUTLINE FOR TASK TRAINING

FOR EACH TASK TO BE TRAINED:

STEPS PROCEDURE

1 TRAINING OBJECTIVE - Task, condition and standard
From: Soldier's Manual or
Commander's/Supervisor's Guidance

2 GATHER REQUIRED RESOURCES - Equipment, training aid
Given in Conditions Statement
Given in Plt Sgt/Leaders Guidance
From trainers own experience

3 TRAINING STATEMENT - Tell soldier what he must do and how well he must do it
Get from task and standard of training objective and put in your own words

4 SAFETY STATEMENT
From: Soldier's Manual/Range Regulations
Plt Sgt/Plt Ldr
Trainer's own experience

5 PRETEST - To identify who needs training
Give only if appropriate. The pretest is the Performance Test - #10

6 ORIENTATION STATEMENT - Tells soldier why the task is important
From: Supervisor's Guidance or
Trainer's own experience

7 DEMONSTRATION GUIDELINES - Show soldiers how to do the task
Given only what is appropriate.

8 PERFORMANCE STEPS - How to do the task in bite-size steps from Soldier's Manual or other references.

9 SKILL PRACTICE - To allow practice for task proficiency.

10 PERFORMANCE TEST - Task and standard comes from training objective.
The trainer insures the required conditions are met.

11 RECORD AND REPORT RESULTS OF TRAINING
Give feedback to soldiers and record in Job Books
Give input to supervisors on results of training

12 REFERENCES - TEC, FM's, TC's, AR's etc.
Identified in Soldier's Manual

ANNEX H

TRAINING PUBLICATIONS

1. Reference AR 350-1, Army Training.

2. Purpose. The trainer and/or training manager needs to know what is available and how to get what he needs in training publications.

3. General. The following publications are available. The DA Pam 310 series lists all official Army literature and training aids. These indexes will help you determine which items will be helpful in preparing training. Be sure to check the latest revisions and changes to the indexes. Key indexes are:

a. DA Pamphlet 108-1, Index of Army Motion Pictures and Related Audio-Visual Aids.

(1) TEC Lessons

(2) Graphic Training Aids

(3) Slide Kits

(4) Slides

(5) Recordings

(6) Audio-Visual Kits

b. DA Pamphlet 310-1, Index of Administrative Publications (Microfiche).

(1) DA Regulations

(2) DA Circulars

(3) DA Pamphlets

(4) DA Posters

(5) DOD Regulations and Manuals

(6) Joint Chiefs of Staff Publications (JCS Pub)

(7) Miscellaneous Publications

c. DA Pamphlet 310-3, Index of Doctrinal, Training, and Organizational Publications (Microfiche).

(1) Field Manuals (Includes How to Fight and Soldiers Manuals)

(2) Reserve Officers' Training Corps Manuals

(3) Training Circulars

(4) Army Training Programs

(5) Army Training and Evaluation Programs (ARTEP)

(6) Firing Tables and Trajectory Charts

(7) Tables of Organization and Equipment

(8) Common Tables of Allowances

(9) Joint Tables of Allowances

(10) TRADOC Bulletins

d. DA Pamphlet 310-4, Index of Technical Manuals, Technical Bulletins, Supply Manuals (Types 7, 8, and 9), Supply Bulletins and Lubrication Orders (Microfiche).

(1) Technical Manuals

(2) Technical Bulletins

(3) Supply Manuals

(4) Supply Bulletins

(5) Lubrication Orders

e. DA Pamphlet 310-12, Index and Description of Army Training Devices.

f. DA Pamphlet 351-20, Announcement of Army Correspondence Courses.

(1) Professional Development (Career) Correspondence Courses

(2) Skill Progression and Functional Correspondence Courses

(3) Army Precommission Correspondence Course

(4) Individual Subcourses

g. FM 21-6, How to Prepare and Conduct Military Training. Outlines methods and techniques of conducting individual and collective training. Focuses on training techniques and methods that are more efficient, more effective, and better suited to the needs of all trainers, but particularly to those in field units.

h. Supply Bulletin 700-20. Provides a list of Army adopted items and other selected items authorized for use by organizations.

i. TRADOC Pamphlet 71-9, Catalog of TASO Training Devices. Index of TASO produced training devices.

j. TRADOC Pamphlet 350-33, Educational Video Tape Catalog. Lists educational television tape programs suitable for use by trainers Army-wide for enhancement of MOS training in the Active Army, USAR, and ARNG. Copies (dubs) of desired programs may be requested from your supporting TASC in the appropriate format (3/4 inch cassette or 1/2 inch reel) for your playback equipment. Although this catalog is not included in the DA pinpoint distribution system, your supporting TASC has copies available.

k. TASO Catalogs. Produced by local TASO to inform supported units of TASO services, including devices fabricated locally to meet a specific training requirement (request from supporting TASO).

l. TASO Newsletter/Bulletin (request from supporting TASO).

m. Service School Catalogs of Instructional Material.

(1) Service School Special Texts.

(2) Programmed Texts.

n. Monthly or bi-monthly updates to service school catalog (write to appropriate school to be placed on mailing list).

4. You should periodically have the training NCO inventory the training publications in your unit. Then, by comparing what you have against the index of available publications, you can decide what you need to get. Each index is arranged in sections by branch and function to help you find items pertinent to your unit. Each index also lists the publication number, title, date, and changes. If you are missing items that could help your training, you should order them immediately.

5. Ordering Publications. You can find detailed procedures for ordering publications in DA Pamphlet 310-10, Guide for Publications Supply Personnel, and also in AR 310-2, Identification and Distribution of DA Publications and Issue of Agency and Command Administrative Publications. But here is a quick review. Use DA Form 4569 to order publications listed in the DA Pam 310 series. This form is used to order DA publications for the material listed in the publications, if you do not have them or did not received them on initial distribution.

6. Pinpoint Accounts.

a. Authorization. Another thing you need to do is review your pinpoint account. Each Active Army company size unit (with approval of next higher headquarters), State Adjutant General, and selected Reserve Component units are authorized pinpoint accounts. This system is designed to distribute publications directly to the units. This system is designed to distribute publications directly to the units. The first thing you should verify is that your unit does have a pinpoint distribution account number. Your unit must have an account with the AG Publication Center to insure distribution of needed publications.

b. Opening an account. A pinpoint account is opened by sending a DA Form 12 to the AG Publication Center. For administrative, training, organizational, doctrinal, technical, and supply publications, send DA Form 12 to:

USA AG Publication Center
2800 Eastern Boulevard
Baltimore, Maryland 21220

c. Subsequent publications. The DA Form 12 only opens your account. To receive particular items, submit the appropriate 12 series form. There are more than 20 forms in this series. Although you will not need them all, you should review your files twice a year to insure that the forms are current and quantities of requested publications are correct. To help keep you up to date, weekly bulletins are mailed to account holders if they have ordered them on a DA Form 12-4. Thus, it is important that you indicate, when submitting a DA Form 12-4, that you want to receive the weekly update bulletins.

d. DA Form 4569. As another example, training literature such as field manuals, are listed on DA Form 12-11 and technical manuals on DA Form 12-40. You will receive only those publications and changes printed after the date that you have submitted these forms. Use DA Form 4569 to get publications already in the system. With this system, you should be able to order the publications you need on DA Form 4569 and keep them up to date by insuring that your pinpoint account is correct.

e. Emergency requests. AFter a pinpoint account number has been obtained, units based in CONUS may take advantage of an emergency request system operated by the publication center. The center has an answering device to record emergency telephone requests, 24 hours a day, seven days a week. Your local AG publications officer can provide you with the telephone number and help determine if the request is indeed an emergency. It is stressed that the service is limited to emergency requests only, all other requests should be submitted on DA Form 4569.

f. First Army Form 112 - First Army Publication Request. This form opens an account which would enable you to receive publications unique to the First Army Area. Send this form to:

Commander
First US Army
ATTN: AFKA-PA-AP
Fort Meade, MD 20755-7000

Department of the Army publications are often supplemented by command or agency literature discussing training pertinent to geographic areas or particular missions. Be sure to seek this type of information when planning your training program.

7. Types of Materials. Now you know how to order publications. The next step is to decide which ones are most helpful to you and your training program. YOu will need help to answer the question, "what training should my unit have?" The following Army Training Literature can assist the company commander to develop a proper training program.

a. Army Training Literature.

(1) Army Training Evaluation Program (ARTEP) provides the commander with information on the tasks the unit is required to perform, the conditions under which they are to be performed and the standards to which the tasks are to be performed. Detailed guidance on a training manager's use of the ARTEP is contained in TC 21-5-7.

(2) Soldiers Manuals (SM) are Field Manuals that address specific MOS training. The Soldiers Manual is similar to the ARTEP in that it addresses the specific tasks, conditions and standards for that MOS and skill level. Separate manuals are published so that every soldier has a personal reference which describes what he is required to do to perform his combat role. A manual or portions of a manual covers each skill level. For example, a skill level 3 soldier is expected to know how to perform tasks at levels 1 through 3 in order to be proficient at his present skill level. Likewise, he is issued the skill level 4 manual to prepare him for duties at the next level. Under this modular concept, the skill level 3 soldier needs the skill levels 1 through 4 modules of the manual. The Skill Qualification Test (SQT), is taken directly from the appropriate Soldiers Manuals, so these manuals are the most important material published for the individual soldier.

(3) Field Manuals (FM) are the basic documents for transmitting doctrine to the field. They contain doctrine, policy and information of a permanent nature. Soldiers Manuals are being fielded as FMs.

(4) How to Fight Manuals are FMs and TCs which specifically address the problems of "how to fight" the next war. The capstone manual of this series is FM 100-5, Operations. How to Fight Manuals contain the latest doctrine and are easily recognized by their camouflage covers.

(5) Training Circulars (TC) are another source of training information which are temporary in nature. This is the Army's method of quickly publishing doctrine to the force which ultimately will be integrated into Field Manuals.

(6) TRADOC Bulletins are yellow covered documents, usually classified CONFIDENTIAL, which are used to provide commanders with timely information on weapons, tactics, and training. They contain information which provides answers to why we establish certain procedures or doctrine. As an example, threat comparisons are published in TRADOC Bulletins.

(7) DA Pamphlets cover a wide variety of subjects. They are currently being converted to other forms of literature and ultimately will be phased out of the inventory.

b. Army Correspondence Courses. Correspondence Courses are not necessarily individual training packets. You may enroll a small group or an entire unit in correspondence courses. The advantage of group enrollment is that the combination of unit supervision and use of service school produced materials permit the trainer to use a means of self-paced instruction. To enroll in correspondence courses, you must complete and submit one copy of DA Form 145 to your immediate commander, who will forward your application through channels.

c. Audio-Visual aids. In addition to DA Printed materials, audio-visual aids are abundant to improve and enhance training. Scan DA Pam 108-1, Index of Army MOtion Pictures and Related Audio-Visual Aids. It lists available training films, motion pictures, Army Forces Information Films and many more.

(1) Motion picture films and television tapes on thousands of subjects are available to support training requirements. Motion pictures are gradually being replaced by 3/4 inch TV tapes, which provide a more versatile format.

(2) Graphic Training Aids (GTA) cover almost every subject the Army teaches. These flip charts and transparencies are especially useful in the field and where training facilities are limited.

d. Training Extension Courses (TEC) Program. TEC is a system of self-paced instruction. TEC lessons, referenced in may Soldiers Manuals, greatly assist in mastering critical tasks where proficiency is lacking. TEC provides trainers both a diagnostic tool to determine individual proficiency and the teaching media to train each soldier to the desired standards. TEC is one key to the success of the SQT.

e. Devices and Simulators. Devices and simulators ranges from sophisticated, high-cost, long lead time items such as flight simulators, to low-cost items such as miniature radio controlled aircraft or opposing force items produced by an installation Training and Audio-Visual Support Center (TASO). Fielded training devices are listed in DA Pam 310-12, Index and Description of Army Training Devices; TRADOC Pam 71-9, Catalog of TASO Training Devices; CTAs; and SB 700-20.

8. Sources of Assistance. The following sources of assistance can provide material to help overcome the time and limited experience factors in training.

a. Training and Audio-Visual Support Office (TASO). An important source of assistance is your supporting TASO. Located throughout the world, TASC support specific installations and assigned geographic areas.

TASO provide a variety of services including media consultation assistance and design, development, procurement, fabrication, production, reproduction, loan, maintenance of training devices, audio-visual equipment, and graphic, photographic, audio, motion picture, and television products.

Consult your TASO to obtain information on the availability of the various training devices, GTA, films, and videotapes in the Army inventory. Items not in stock will be requisitioned, fabricated locally, or redistributed from another TASO if possible.

b. US Army Training Support Center. The US Army Training Support Center (ATSC) at Fort Eustis, Virginia, is the TRADOC agency assigned responsibility for centralized management of training support materials. It develops, manages, and monitors programs which provide units in the field the latest training support materials and technology. ATSC publishes bulletins to provide updated information as it becomes available. These bulletins are now distributed to battalion level and explain how to contact ATSC if the TASC cannot satisfy your requirements.

c. US Army Service School. US Army Service Schools offer instructional materials for the trainer. Much time and effort can be saved by using the packets of instruction prepared by the schools. In most cases, the trainer needs to examine only the Instructional Material Catalog of his service school. However, a commander can request assistance from any school that would have materials to satisfy training needs other than that provided by his own branches. The service schools will send one free copy of items listed in the annual instructional materials catalog, and the monthly update, to commanders who request them. The free copy may be sufficient to aid in preparing training exercises or increasing individual skills. You can request training material and catalogs from service schools by writing to the addresses listed in Appendix I, this Annex.

ADDRESSES FOR SERVICE SCHOOLS

Commandant
USA Military Police/Chemical School
ATTN: ATZN-PTR
Fort McClellan, Al 36201

Commander
USA Aviation Center & Ft. Rucker
ATTN: ATZQ-T-E
Fort Rucker, AL 36362

Commandant
USA Armor School
ATTN: ATSB-DT-EMT (AWTS)
Fort Knox, KY 40121

Commandant
USA Institute for Military Assistance
ATTN: ATSU-S-ETM
Fort Bragg, NC 28307

Commandant
USA Infantry School
ATTN: ATSH-SE-AWT-SD
Fort Benning, GA 31905

Commandant
USA Quartermaster School
ATTN: ATSM-DS-LS-S-IM
Fort Lee, VA 23801

Commandant
USA Air Defense School
ATTN: ATSA-DS-MS
Fort Bliss, TX 79916

Commandant
USA Sergeants Major Academy
ATTN: ATSS-DOS
Fort Bliss, TX 79916

Commandant
USA Command & General Staff College
ATTN: ATZL-TDA-TL
Fort Leavenworth, KS 66027

Commandant
USA Signal School
ATTN: ATSN-DS-A
Fort Gordon, GA 30905

Commandant
USA Missile & Munitions Center/School
ATTN: ATSK-DT-TM
Redstone Arsenal, AL 35809

Superintendent
Academy of Health Sciences
ATTN: HSA-IEC
Fort Sam Houston, TX 78234

Commander
USA Intelligence Center & School
ATTN: ATSI-DT-TMD
Fort Hauchuca, AZ 85613

Commander
USA Admin Center & Ft. Ben Harrison
ATTN: ATZI-TA-CCD
Fort Ben Harrison, IN 46216

Commandant
USA Engineer School
ATTN: ATSE-DT-TER
Fort Belvoir, VA 22060

Commandant
USA Field Artillery School
ATTN: ATSF-DT
Fort Sill, OK 73503

Commandant
USA Transportation School
ATTN: ATSP-DT-TER
Fort Eustis, VA 23604

Commandant
USA Chaplain Center & School
ATTN: ATSC-DT
Fort Wadsworth, NY 10305

ANNEX I

WEAPONS TRAINING

1. Reference.

a. AR 40-5, Health and Environment.

b. AR 350-4, Qualification and Familiarization with Weapons and Weapons Systems.

c. AR 350-6, Army-Wide Small Arms Competitive Marksmanship dtd 13 May 1985.

d. FORSCOM/TRADOC Suppl 1 to AR 350-6.

e. AR 385-63, Policies & Procedures for Firing Ammunition for Training, Target Practice, and Combat.

f. FORSCOM Reg 350-2, Appendix B, Training, Reserve Component Weapons Qualification and Familiarization.

g. FM 23-9, M16A1 Rifle and Rifle Marksmanship, Appendix G and H, C1, C2 & C3, Reserve Component Proficiency "C" Courses.

h. DA Circular 350-85-4 Standards in Weapons Training.

2. Purpose. This annex establishes minimum criteria governing qualification with individual and crew served weapons.

3. General.

a. Weapons training is a command responsibility. Commanders at all levels will develop and sustain individual, crew, and unit proficiency in the use and employment of weapons. This training will be based on the qualification standards established in the current version of the Department of the Army (DA) Circular 350-series. The standards incorporate frequency, readiness levels, and substitution, simulation, and miniaturization applications.

b. Qualification firing will be conducted during inactive duty training where possible. Using indoor ranges in armories and centers is encouraged.

c. Personnel awaiting initial active duty training are authorized, but not required, to participate in weapons training when approved by unit commander.

d. Concurrent training will be conducted during weapons qualification. Some examples are target detection, range estimation, zeroing and bore sighting, crew drill, marksmanship principles, maintenance training, and firing while wearing the protective mask.

4. Individual Weapons Training.

a. All individuals will be current in qualification on their individual weapon. This includes personnel assigned to a position authorized an individual weapon by unit MTOE, TDA, or other authorization document regardless of whether the weapon has been issued or sufficient quantity authorized. Personnel assigned to organizations and not authorized an individual weapon will use the M16 rifle for qualification/familiarization. Exceptions to this requirement are as authorized in AR 350-4.

b. When the weapon assigned to an individual is changed to a different type (e.g., rifle to pistol), the individual will be required to qualify on the newly assigned weapon within the next 12 months.

c. Change 2, 25 Jan 80, FM 23-9, describes three separate qualification courses of fire for the M16 rifle: Standard Course "C", Alternate Course "C", and Modified Known Distance Course "C"; any one of which is authorized for use by the Reserve Components.

d. The use of Record Fire I or Record Fire II, FM 23-9, are additional options to the "C" courses for M16 rifle qualification. Night firing is not required.

e. The .22 caliber rim fire adapter may be used for M16 rifle qualification on ranges of 1000 inches or 25 meters using either the Standard Course "C" or Alternate Course "C", and the 600-inch indoor range with appropriate reduction in target size. The National Guard Bureau Marksmanship Advisor's Office (AV: 446-5029) has prepared targets for use on 600-inch indoor ranges (Proficiency "C" Course NBG Form 145 and Precision Combat Rifle Course (PCRC) NGB Forms 145-1 through 145-4); for the PCRC, see Inclosure 2, Appendix D, FORSCOM/TRADOC Suppl 1 to AR 350-6.

5. Crew-Served Weapons Training (less tank crews).

a. A crew-served weapon is a weapon for which a crew of at least two members is specifically authorized by the unit's MTOE or is designated by the unit commander. For crew-served weapons, a qualified crew is a group of qualified individuals.

b. Unit commanders will designate and train personnel to operate, as an additional duty, crew-served weapons for which crews are not specifically prescribed (e.g., the .50 cal MG; M60 MG).

6. Combat Engineer Vehicle (CEV) Crew Gunnery. Subcaliber ammunition may be authorized for use by CEV crews when approved by the CONUSA, WESTCOM, and 172d Inf Bde (AK) and when CEV Main Gun Ammunition (165MM) shortage precludes its use in Table I thru IV.

7. Courses of Fire.

a. Courses authorized to fire are listed in Ch 2, FM 23-9, M16A1 Rifle and Rifle Marksmanship, Appendix G, and FORSCOM Reg 350-2.

b. References concerning weapons qualification are listed in Appendix B, FORSCOM Reg 350-2.

8. Ammunition.

a. Ammunition will be allocated annually by this headquarters. If the allocation is not sufficient, a request for an additional allotment will be made to this headquarters, ATTN: AFKA-ACE-T-U.

b. Ammunition will be requisitioned IAW established procedures (See Annex P, App III-VI). Copies of DA Form 581 for issue of ammunition will be submitted to this headquarters, ATTN: AFKA-ACE-T-U, upon receipt of approved allocations.

9. Safety. See Appendix I, this Annex.

10. See current ARCOM LOI for latest information.

APPENDIX I

SAFETY

This action is intended only to highlight some precautions to be taken with regard to safety. Is is supplementary to local regulations governing the operation of specific facilities. More detailed safety information may be obtained from AR 385-63 and Appendix B, FM 23-71.

a. Mechanical Training.

(1) All weapons must be cleared prior to conducting Mechanical Training.

(2) All live ammunition should be cleared from the area.

b. Range Firing.

(1) All range live firing exercises will be conducted under the direct supervision of a commissioned officer assigned by as many Safety Officers and additional assistants as necessary.

(2) A range safety orientation will be given to all personnel prior to range firing. This orientation will be presented by OIC or officer designated by OIC.

(3) Dummy rounds must be checked to insure no live rounds of ammunition are among them.

(4) Each weapon will be inspected by an officer or NCO prior to firing to insure there is no obstruction in the bore. After firing, it will be cleared by an officer or NCO.

(5) Range regulations (if published) with regard to red flags, road blocks, etc., must be strictly obeyed.

(6) Except while being used to conduct live or dry fire exercises, all rifles will have bolts opened and safeties engaged.

(7) During live fire exercises, all weapons present will be presumed to be loaded.

(8) Rifle on a range are to have the muzzles elevated and pointed down range.

(9) During day time live fire exercises a red streamer will be displayed from a prominent location. During night time live fire exercises, a flashing red light will also be displayed.

(10) Live firing will not be conducted until all road blocks and range guards are posted.

(11) Ammunition will be issued only on command from the control tower.

(12) Weapons will be loaded only on command from the control tower.

(13) Prior to firing, all individual, to include range personnel, will be informed of the safety limits of the range.

(14) Rifles will be racked for each bolt inspection, when not in use.

(15) Smoking is not permitted on the firing line or near ammunition.

(16) Running is not permitted on the range.

(17) Personnel will not move forward of the firing line until given clearance by the officer in charge.

(18) Anyone observing an unsafe condition should give the command CEASE FIRING!

(19) All commanders will insure that M16A1 rifles assigned to left-handed soldiers have been modified by the attachment of a spent brass deflector. (Brass deflectors can be requisitioned by submitting a DA Form 4103 in triplicate to Training Aids, Audio Visual Support Center, HQ US Army Garrison, Fort Indiantown Gap, Annville, PA 17003.)

c. Pit Operation.

(1) The command to commence firing will not be given until clearance has been received from the pit officer.

(2) All members of the pit detail will wear steel helmets.

(3) No one will leave the pits until clearance has been granted by the range officer.

d. Range Personnel. All range personnel, without exception, will know their responsibilities and duties. This includes Range Officers, Pit Officers, and Safety NCOs. They will know from memory and understand the various commands and signals necessary for the safety operation of the range.

e. Accident Reports.

(1) All range accidents will be reported at once to the Range Control Officer. The following procedures will be applied.

(a) Administer first aid, care for, and evacuate the injured as required.

(b) Report complete details concerning the accident to:

1. Range Control Officer.

2. Ordnance Officer (when applicable).

3. Unit Commanding Officer.

(c) Do not move weapons, parts or ammunition involved in the accident.

(d) Submit completed Accident Report, DA Form 285, within five calendar days from time of accident.

(2) Hospitalization. Unit commanders will be immediately notified of disposition of an injured person who is evacuated.

ANNEX J

STAFF VISITS

1. Purpose. This annex provides information, guidance, policies and procedures for performance of command, staff and/or assistance visits.

2. Definitions. For purpose of this regulation, the following definitions apply:

a. Management Visit. Visits to subordinate unit designed to systematically assist the commander's effective command and control of his unit by:

(1) Reviewing on-line management programs/plans that address recognized/identified areas for improvement.

(2) Assessing the implementation of command policies and directions.

(3) Measuring results achieved through corrective actions.

b. Inspection oriented visits. Visits to subordinate units designed to assist unit commanders with the effective operation of his unit by:

(1) Identifying problems.

(2) Correct deficiencies identified on previous visits and/or evaluations.

(3) Answer questions.

(4) Clarify/review changes in command policies.

3. Policy.

a. General.

(1) The control headquarters will schedule a Management Visit or Inspection Oriented Visit, as appropriate (see para 3b and 3c, this annex) once per quarter during the training year.

(2) Additional visits may be made during the quarter if performed at no cost to the government. Effective quarterly visits should normally eliminate the necessity of additional visits.

(3) (See Appendix II for AT Staff Visit Report Format).

(4) Visits will be conducted during scheduled training assemblies (RSUTAs) of the subordinate unit.

(5) Visits to battalion or higher units will normally be conducted by no more than one (1) individual. In all cases, the number of personnel making a visit will be limited to the minimum necessary to accomplish the purpose of the visit.

(6) Manday (ADT) spaces are not authorized for visits to subordinate units within 50 miles.

(7) Current transportation policies will be in effect.

b. Management Visits. Visits made by HQ, 99th ARCOM to its Major Subordinate Commands (MSCs) and by Brigade/Group to their subordinate battalions will be management-type visits.

(1) Officers designated to conduct Management Visits will be of equal, or no more than one below, grade of that of the commander of the visited unit. Management Visits to MSCs will normally be conducted by a Deputy Chief of Staff IAW the schedule published by the DCST section.

(2) Officers conducting these visits will prepare by performance of the following steps prior to the scheduled visit:

(a) Be familiar with the contents of this annex.

(b) Secure and review the previous two management visit reports, latest AGI, OTE Report, CLRT, 1-R, and a copy of the Narrative Format Report. (See Appendix I, this annex)

(c) Coordinate with other staff sections for areas of current interest.

(d) Develop an agenda for the visit.

(e) Verify unit is training on date scheduled for visit by contacting unit at least one (1) week before selected date.

(3) Conduct of Visit.

(a) Meet with unit commander to brief on purpose and scope of the visit.

(b) Meet with XO/Deputy Commander and key staff officers to discuss in detail the items set forth on the agenda by asking questions, listening to responses and independently verifying information.

(c) Complete a handwritten, draft, narrative report prior to out-briefing.

(d) Out-brief the commander.

(e) Finalize narrative report.

c. Inspection Oriented Visits. Visits made by battalion headquarters to its organic subordinates and/or attached subordinate units shall be inspection oriented visits. Additionally, those visits conducted by HQ, 99th ARCOM to its directly reporting units (DRUs) which are not major subordinate commands will be inspection oriented.

(1) Inspection oriented visits will concentrate, on a rotating basis, on a specific staff section area of responsibility. For example, visit during 1st quarter may concentrate on training, 2nd quarter on personnel, etc.

(2) Officers designated to conduct visits will hold grade of O-4 or higher. Battalion commanders are responsible to insure officers from appropriate staff sections are selected to conduct these visits. Visits by HQ, 99th ARCOM to its directly reporting units (DRUs) will be scheduled by DCST section through the respective Deputy Chiefs of Staff and selected special staff sections.

(3) Designated officer conducting the inspection oriented visit will be provided with a report form in checklist format for his particular area of expertise, and responsibility (e.g. training, personnel, logistics).

(4) Prior to scheduled visit, the designated officer will prepare by completing the following tasks:

(a) Verify the unit is training on date scheduled for visit.

(b) Review previous Staff Visit Report (from that section) noting areas of weakness and recommended corrective actions.

(c) Secure current Staff Visit Report Form from that section.

(5) Conduct of Visit.

(a) Arrive at unit prior to opening formation. Request unit to provide a guide.

(b) Introduce yourself to unit commander. Advise him of purpose of visit, identify key areas you will review and establish time for out-briefing.

(c) Conduct inspection oriented visit and complete checklist.

(d) Out-brief commander of visited unit.

(e) Finalize report.

4. Reports.

a. Reports of Management Visits will be completed utilizing the format set forth as Appendix I to this annex.

b. Reports of Inspection Oriented Visits will be completed utilizing a checklist format. Training section will utilize current FUSA OTE checklist in conduct of visit. Other staff sections shall develope checklists concentrating on their areas of responsibility.

c. Reports of visits conducted by HQs 99th ARCOM will be submitted to DCST, IDT Training Section in accordance with the time frames established by SOP. Reports of visits conducted by MSC/BN staffs will be submitted IAW respective unit SOPs.

(1) Staff section responsible for receiving reports of visits (e.g. DCST for 99th ARCOM) will be distributed to all staff and command sections.

(2) Areas requiring follow-up action will be assigned to appropriate staff section and suspense for response.

(3) Visited unit will be advised of follow-up actions/recommend corrective actions etc.

d Reports will be retained for future reference by subsequent staff visitors.

APPENDIX I to ANNEX J (Narrative Report) to SOP: 99th ARCOM Staff Visit Program, dtd 16 July 1984

UNIT VISITED:

DATE OF VISIT:

STAFF VISITOR:

PERSONNEL CONTACTED:

Preselected items for discussion (should be listing of items selected from various resources such as previous staff units, FORSCOM Form IRs, OTEs, etc., that will be subjects for discussion with unit personnel).

PROBLEM AREAS NOTED:

PROGRESS FROM PREVIOUS VISIT:

ACTIONS DUE THIS HEADQUARTERS:

SUMMARY:

Name of Officer Performing Visit
Staff Section

REPORT OF STAFF VISIT-ANNUAL TRAINING

Date of Visitation

1. General:

   a. Unit Visited:

   b. AT Site:

   c. Name & Rank of Unit Commander:

   d. Name & Rank of Evaluator:

2. General Observations: Military Courtesy, Troop Appearance, Police of Area and Sanitation, Morale, Physical Conditioning.

3. Administration: Payroll Problems, Personnel Disposition Record, Filler Personnel. FORSCOM Form 1-R and 1AA Form 600R (Evaluator Reports).

4. Security: Weapons Security. Document Security.

5. Training: Training Schedule, Use of Junior Leaders, Command and Staff Supervision, Site Support, Methods of Instruction, (BTMS-Performance Oriented) ARTEP Task List? Priorities? Evaluation? Is training oriented toward CAPSTONE Mission? Is bivouac site conducive to meaningful training?

6. Supply: Sufficient Equipment on Hand to include expendables? Issue and Turn-in of Equipment.

7. Maintenance: Condition of borrowed equipment. Is PMCS being conducted? PLL available at site? Are maintenance records being kept up to date?

8. Dining Facilities: Neat and Clean? Is Master Menu, Field Mess Operations posted?

9. Safety-Medical: Have there been any accidents? Sick Call support at site? Is unit safety conscious?

10. Evaluator Comment: Prompt Corrective Action by unit commander, is unit receptive to constructive criticism?

11. CAPSTONE: Is higher HQ present at AT site? Command and Control?

12. Recommendations:

DISTRIBUTION:
1. CG
2. Unit Visited
3. DCSOT

Signature, Name, Grade of Visitor

ANNEX K

ANNUAL TRAINING (AT)

1. Reference:

a. AR 140-1.

b. AR 350-1.

c. FORSCOM Reg 350-2.

d. FORSCOM Reg 350-3.

e. FORSCOM Pam 135-3.

f. FORSCOM Pam 135-4.

2. General.

a. First US Army annually issues 1A Cir 135-8 designating AT sites, dates, missions and control headquarters for all units including this command. USAR Schools' Annual Training Schedule will be contained in 1A Cir 140-31.

b. This headquarters will publish tentative schedules as early in the training year as possible to permit advanced planning. However, confirmation of AT information cannot be made until 1A Cir 135-8 is published.

c. Any site changes to this schedule will require changes in planned facilities, billets, mess, equipment, and support personnel. Request for changes will not be granted except for compelling and valid reasons.

3. Responsibilities and Command Relationship.

a. Unit commanders at all echelons are responsible for programming, coordinating, conducting, supporting, supervising, and evaluating AT for their unit and subordinate units where applicable. Included is the timely submission of all AT requests and reports.

b. For AT, control headquarters are designated by 1A Cir 135-8 to facilitate control, training management, command and staff supervision. Units of this command may be attached to or have units attached outside 99th ARCOM area.

c. Training schedules will include the site support phase and training phase and will be coordinated with the training site commander. Tactical training will be integrated and conducted concurrently with site support missions to the maximum extent feasible.

d. RC commanders, in coordination with their gaining commands, must identify the critical SM and ARTEP tasks on their Mission Essential Task Lists (METL) that support their assigned wartime mission. This missions/tasks must be given priority based upon their importance to each units preparation for carrying out its wartime mission. The current list of missions/tasks, in order of priority and approval by major commands, will be attached to the unit's AT training schedule and made available to the unit evaluator during AT.

4. Training Mission. All units of this command will conduct collective training during the entire Annual Training period. In accordance with approved AT training schedules, the focus will be on tactical training to refine and standardize the team and unit skills required to successfully accomplish the unit's mission in combat.

5. Site Support and AT Training Mission.

a. Detailed mission letters, specifying the type and scope of support required, will be issued to each unit assigned a site support mission. The mission letters are issued through normal command channels at the earliest possible date and at least 45 days prior to precamp conference. Site support correspondence will be forwarded to this headquarters, ATTN: AFKA-ACE-T-U.

b. Site support missions may be assigned not using the unit's full capability. Those elements/personnel of a units not used in the site support mission will conduct concurrent ARTEP level collective task training and be rotated into the site support phase.

6. Annual Training Schedule.

An Annual Training Schedule (See Checklist in Appendix I) will be prepared in accordance with the units approved Yearly Training Program and METL (Mission Essential Task List). Training schedules will be prepared on 99th ARCOM Form 30, Feb 81, which may be locally reproduced. Training schedules shall consider the following:

a. Mission essential training will be emphasized during AT; including NBC training with the continuous wearing of NBC protective equipment for a minimum of six hours. EW, intelligence training, and OPSEC must be integrated into all training for appropriate personnel at all levels whenever possible. Examples of activities which are not considered mission related training are:

(1) Travel to and from AT site.

(2) Parades and public ceremonies.

(3) Issue and turn in of equipment.

(4) Payday activities.

(5) Site set up and closing.

(6) Travel to and from barracks and work area unless the travel is a tactical movement phase of a tactical exercise.

(7) Unsupervised operator/user maintenance.

(8) Administrative feeding and sleeping. (Tactical feeding and sleeping as part of field exercise is considered mission related training.)

(9) Physical fitness training and testing.

(10) Premobilization legal counseling.

(11) Individual/Crew served weapons qualification.

b. Qualification firing can be conducted during AT, only when facilities will not permit such training during IDT,and will be in addition to the mission essential training.

c. It is essential that the maximum amount of the AT period be spent conducting tactical field training. Therefore, units will move directly to a field location upon arrival at the AT site and will remain in the field for a minimum of nine (9) days. Units must be capable of operating as they will during combat. Combat proficiency is directly related to the type training conducted and the amount of time scheduled for mission related training. During tactical field training on AT, camouflage, security measures, tactical feeding, field sanitation, personal hygiene, light and noise discipline, dispersion, protection measures applicable to nuclear warfare, and other conditions similar to those found during wartime will be practiced to the maximum extent consistent with the training scheduled, and as proficiency increases, increased duration of tactical field training is required with emphasis on night training, 1/3 of tactical field training. Meaningful training must focus on accomplishing the unit mission in the field both day and night. When training is successfully completed during the hours of darkness, the unit is instilled with confidence and a sense of achievement.

d. Requests to be excused for AT or to perform an alternate AT tour will be IAW AR 135-90 and instructions issued by this headquarters.

e. Reserve component units selected to train outside CONUS (ODT) will comply with FORSCOM Supplement 1 to AR 350-9.

f. Units will train on national holidays when such training is required to meet the Planned Mission Essential Training. There will be no attempt to compress the training requirement into fewer days in order to keep from training on national holidays.

7. Annual Training. Current regulations provide that units will serve not less than 14 training days (exclusive of travel time) on Annual Training. For the day of arrival to be considered a training day, a substantial portion of this day must be used for authorized training. In this context, "substantial portion" is interpreted to mean arrival at the AT site no later than 1300 hours and unit has traveled no more than five hours. In no case will total AT period exceed 17 days including travel.

8. Submission of Annual Training Equipment Requirements FORSCOM Form 156-R/156-R-1.

a. Reference: Current ARCOM LOI.

9. Submission of AT Training Schedule.

a. AT training schedules will be prepared by each unit. Mobilization entity battalions conducting AT at one site during one two week period may prepare a consolidated AT schedule.

b. AT training schedules will be forwarded insufficient copies to the next higher headquarters who will review, approve, and forward two approved copies to this headquarter, ATTN: AFKA-ACE-T-U, NLT 60 days prior to first day of AT. Two approved copies will be sent directly to the AT site, to arrive NLT 30 days prior to the first day of AT. At the same time, the approving unit will furnish its higher headquarters one approved copy and return remaining approved copies to submitting unit. Submitting unit will forward two copies to AT Control Headquarters, if other than the headquarters which approved the schedule.

c. Training schedules should be sufficiently firm at the time of precamp conference to enable coordination of the use of training equipment, training aids and areas with the site commanders and control headquarters.

d. Units reporting directly to 99th ARCOM will submit six copies of AT training schedule to this headquarters, AFKA-ACE-T-U, to arrive 75 days prior to first day of AT. This headquarters will approve and forward to AT site two copies. Two approved copies will be returned to unit 60 days prior to first day of AT.

e. Unit will submit a one (1) page significant Annual Training Highlights Report along with training schedule. It will contain a training activities that the commander would believe a visiting staff officer or VIP would be interested in seeing. It will contain a short description of the activity, date, time and location of the training event using the training schedule format.

f. Units that are mobilization entities of other commands will forward their AT schedule to that command for approval. One approved copy will be forwarded to this headquarters for information purposes.

g. All units will insure that one copy of AT training schedules are delivered by their advance party to their evaluator Friday before AT period. Additionally, all units attending AT in First Army area will establish a telephone POC with their evaluator by contacting their host installation First US Army Evaluation Headquarters 15 days prior to their unit's arrival for AT.

10. Training Publications.

a. Units will take appropriate training references to AT to include as a minimum the following:

(1) UPdated METL, FORSCOM Form 1-1-R.

(2) Yearly Training Program.

(3) AT schedule, specifying tasks and levels at which training will be conducted each day.

(4) Unit MTOE or TDA.

(5) Unit ARTEP, ATP, or UTP.

(6) Training Schedules for IDT period just ending.

(7) Current unit MOB file to include PT & SR.

(8) Report of last IG inspection and FORSCOM Form 1R for the previous year.

(8a) Unit roster reflecting MOSQ personnel.

(9) SOPs for tactical operations and administrative functions.

(10) Pertinent technical manuals for MTOE equipment.

(11) Reference material to support AT schedules.

b. Suggested additional training publications are located in Annex H.

11. Precamp Conferences.

a. Appendix II (Checklist for Precamp Conferences), Annex K, is a guide for use prior to and during precamp conferences. Such conferences are scheduled to afford units the opportunity to effect coordination with training sites. Commanders must take advantage of these conferences to insure that vital coordination is effectively established for successful completion of AT mission.

b. IAW Appendix A, FORSCOM Reg 350-2, a precamp conference will be conducted by each AT site commander to resolve details as indicated in precamp conference checklist. This headquarters will notify units of sites, dates, and mandays available. Requests for ADT will be submitted on DA Form 1058.

c. Conference attendees will conduct route reconnaissance (if necessary) to AT site during ADT period to reduce travel costs and manday space requirements.

d. Each unit attending a precamp conference will submit a precamp conference after action report to this headquarters, ATTN: AFKA-ACE-T-U, NLT 15 days after the conference. Control headquarters may submit a report on behalf of subordinate units. Report will be in letter form and based on coordination effected as outlined in precamp conference checklist for the following areas:

(1) Documents.

(2) Estimated date and time of arrival.

(3) Mode of transportation and number of personnel.

(4) Logistics.

(5) Training.

(6) Administration.

(7) Health, welfare, and morale.

(8) Advance party.

e. Existing problems, potential problems, and recommendations should be included. Areas where no problems exist should be noted by the statement, "this area satisfactorily coordinated during precamp conference."

f. In those instances in which the AT site requires a precamp conference after action report, unit commanders may submit a copy of that report within the stated time frame, in lieu of report in paragraph d above, provided that the report contains the required information.

12. Integrated and Concurrent Training. See paragraph 2-5, Chapter 2, FORSCOM Reg 50-2.

13. Visits to AT Training Sites. See Annex J.

14. Advance and Rear Detachments. Personnel authorization for Advance/Rear Detachment and precamp mess school is limited to a unit computation to obtain officer/enlisted MDS allocation. The computation is 8% of the assigned present for duty strength (attached personnel will not be included), computed separately for officer and enlisted, x 3 MDS, which is rounded off to the nearest number. The resulting MDS computation allows the commander flexibility in planning his Advance/Rear Detachments.

a. A suggested minimum composition of advance detachments is:

(1) Supply representatives, to include ammunition officer.

(2) Mess personnel.

(3) Training personnel.

(4) Drivers.

b. Commanders of advance detachments will report to the training site headquarters upon arrival.

c. Upon arrival, the advance detachment commander will provide the training site commander with the following information immediately:

(1) Number of officers, warrant officers, and enlisted personnel to train at the site.

(2) Mode of travel, date, and time of arrival of main body.

15. Annual Training "Absent Without Leave" Report.

a. Telephonic report (Appendix V) due the first Monday at training site. The Office of Deputy Chief of Staff, Personnel and Administration, DCSPR, will be furnished the following information:

(1) Unit telephone number.

(2) Any incidents enroute to AT site.

(3) Number of personnel present - OFF, WO, EM.

(4) Name and rank of individuals AWOL.

b. A telephonic report (Appendix V) will also be made on the first Monday after return to home station. Telephone 412-777-1135.

16. Release from AT.

a. Upon completion of AT, units will obtain a release from the training site commander before departing.

b. The unit commander, in coordination with the unit evaluator and the Evaluation Board, will be provided a completed FORSCOM Form 1R prior to leaving the training site. One copy will be forwarded to this headquarters, ATTN: AFKA-ACE-T-U, NLT the first Monday after return from AT.

17. Notification of Personnel. Upon receipt of the AT schedule from this headquarters, unit commanders and USAR School commandants will immediately notify all individuals concerned in order to allow the greatest amount of time for arrangement of personal affairs prior to AT. Record of notification should be retained in unit AT records.

18. Ammunition Requirements.

a. All ammunition requirements for AT will be submitted through this headquarters, to the training site commander, to arrive NLT 120 days prior to training date, or as required by site commander.

b. Detailed instructions for requisition of ammunition are contained in FORSCOM Regulations 350-4 and 700-4, and Annex I, this regulation.

10. Radio Frequencies and Call Words/Signs.

a. Requests will be submitted directly to the training site commander at least 90 days prior to date required. Request will include as a minimum:

(1) Unit identification and dates at AT.

(2) Number of frequencies and call words/signs required.

(3) Equipment nomenclature and frequency band range.

b. Convoy Control. Units are authorized to use their currently assigned home station radio frequencies/call words for the control of convoy movements without further clearance.

20. Required Training Reports.

a. Appendix III should be considered for assisting units to fulfill their AT missions and should not be construed as a comprehensive checklist for all reports.

b. Unit commanders are reminded that each AT site normally issues an SOP/Instructions for Annual Training which will include a comprehensive list of required reports and requests. These reports will usually include those listed in Appendix III and will identify additional reports required by post to insure a smooth transition from IDT to AT and return to IDT.

c. In order to comply with all AT requirements, unit commanders need to obtain at least one copy of each AT site SOP/Instructions for Annual Training affecting their AT mission. Commanders are responsible for all unit AT report requirements.

d. FORSCOM Form 1R will be prepared by unit commander and evaluator in accordance with FORSCOM Pam 135-3. One pencil draft copy of the 1R must be submitted to AT Evaluation Headquarters within 24 hours of arrival of main body with METL attached. One copy will be mailed to this headquarters, ATTN: AFKA-ACE-T-U.

e. Annual Training After Action Report. This report will be prepared by all units except USAR Schools. Each unit will forward this report in duplicate through command channels so as to arrive this headquarters, ATTN: AFKA-ACE-T-U, NLT 15 days after completion of AT. The report will follow the format guide in Appendix III. Each paragraph will be listed and commented upon. Paragraphs not applicable will be so stated. Additional paragraphs may be added as deemed necessary.

21. Appearance of Personnel. Personnel moving by convoy, privately owned vehicle, or commercial transportation to and from training sites will be in a complete, clean, and properly fitted uniform. Unit commanders are responsible for the appearance of all unit personnel and will formally announce proper and prescribed uniform and equipment prior to movement to AT station. Appearance standards of AR 600-20 apply.

22. Movement to AT and Arrival at Home Station.

a. Unit commanders are responsible for the proper and timely departure of their units for AT. Commanders are reminded that proper discipline is essential while enroute and that unused commercial transportation, TRs, and unused meal tickets will be returned to the appropriate carrier. To the maximum extent possible, commanders will conduct movement to and from AT IAW MOB Plans.

b. USAR troop program units and members of troop program units will be ordered to AT, by unit and/or individual orders, as appropriate, IAW pertinent regulations (primarily 99th ARCOM Reg 55-1).

c. The transmittal document for all AT movement requests is 99th ARCOM Form 25 (Unit Movement Plan). The form will be completed by all units and all elements attending AT in increments. The form and its related paperwork is required at this headquarters 75 days prior to departure for AT.

d. Further instructions concerning individual, convoy, and commercial movement to and from AT will be published annually in a letter of instruction.

23. External ARTEP evaluations. See Annex A.

24. Evaluation for AT. First Army will designate Active Component personnel as evaluators to conduct evaluation of units during AT periods. These evaluators will be appointed and will conduct the evaluation IAW FORSCOM Pam 135-3.

CHECKLIST FOR ANNUAL TRAINING SCHEDULE

YES	NO	NA	
☐	☐	☐	1. Is the training schedule based on YTP?
☐	☐	☐	2. Are the activities listed below excluded from the mission essential training?
☐	☐	☐	a. Travel time to and from AT site.
☐	☐	☐	b. Parades and public ceremonies.
☐	☐	☐	c. Issue and turn-in of equipment.
☐	☐	☐	d. Payday activities.
☐	☐	☐	e. Site set up and closing.
☐	☐	☐	f. Travel to and from barracks and work area unless the travel is a tactical movement phase of a tactical exercise.
☐	☐	☐	g. Unsupervised operator/user maintenance.
☐	☐	☐	h. Administrative feeding and sleeping.
☐	☐	☐	i. Physical fitness training and testing.
☐	☐	☐	j. Premobilization legal counseling.
☐	☐	☐	k. Weapons qualification.
☐	☐	☐	l. Four mile march.
			3. For the day of arrival to be considered a day of training, do you meet the following criteria?
☐	☐	☐	a. Arrive AT site not later than 1300 hours.
☐	☐	☐	b. Unit has traveled no more than 5 hours.
☐	☐	☐	c. Effective mission related training is planned for remainder of day.

CHECKLIST FOR ANNUAL TRAINING SCHEDULE

YES	NO	NA	4. National Holidays.
☐	☐	☐	a. Does a national holiday fall within the AT period?
☐	☐	☐	b. Is it necessary to schedule training on that day to training requirements?
☐	☐	☐	5. Is environmental impact assessment/statement prepared and attached to schedule?
☐	☐	☐	6. Is the training schedule task-oriented versus time oriented?
			7. As a minimum, does the training schedule state:
☐	☐	☐	a. Tasks to be performed (indicate appropriate ARTEP or Soldier's Manual.)
☐	☐	☐	b. Person responsible for training.
☐	☐	☐	c. Date and start time.
☐	☐	☐	d. Location of training.
☐	☐	☐	e. Individuals/elements expected to receive training.
☐	☐	☐	8. Does the training schedule reflect all elements of the unit for training?
☐	☐	☐	9 . Does the training schedule reflect RG and Active Component (MTT) unit support and responsibilities?
☐	☐	☐	10. Does the training schedule reflect external/internal ARTEP, as appropriate, to measure a particular period as to success of training?
☐	☐	☐	11. Are ARTEPs and Soldier's Manuals cited in training schedule as references for training?
☐	☐	☐	11a. Is a copy of unit's METL attached to training schedule?

CHECKLIST FOR ANNUAL TRAINING SCHEDULE

YES	NO	NA	
( )	( )	( )	12. a. Is unit affiliated?
( )	( )	( )	b. If so, does training schedule reflect integrated training with affiliated unit?
( )	( )	( )	13. For all training, is safety orientation reflected (cold/hot weather; safety briefs; range/weapons safety; motor vehicle safety; and accounting for personnel and sensitive items after training?)
( )	( )	( )	14. a. Does training schedule reflect OCONUS training?
( )	( )	( )	b. Does it contain an approval/coordination signature of OCONUS commander of the hosting unit?
( )	( )	( )	15. a. Does training schedule reflect concurrent training for appropriate classes?
( )	( )	( )	b. NBC training?
( )	( )	( )	c. OPSEC training?
( )	( )	( )	d. EW training?
( )	( )	( )	e. Intelligence training?
( )	( )	( )	16. Does the training schedule reflect (as much as possible) performance oriented training?
( )	( )	( )	17. Is training decentralized? (Example, do not have one company train the other two or three "like" companies.)
( )	( )	( )	18. Are there provisions for inclement weather training?
( )	( )	( )	19. Is multi-echelon training scheduled during AT?
( )	( )	( )	20. Are you training through middle weekend?
( )	( )	( )	21. Do you have at least 1/3 night training planned?

CHECKLIST FOR ANNUAL TRAINING SCHEDULE

YES	NO	NA	
☐	☐	☐	22. Is field uniform worn outside cantonment area?
☐	☐	☐	23. Have brigades, groups, and comparable combat, combat service support headquarters including organic and attached battalion planned to operate field CPs for duration of AT?

COMMENTS: ______________________________

UNIT: ____________ DATE: ____________ APPROVED/DISAPPROVED (Circle One)

APPROVING UNIT: ____________ SIGNATURE ____________

APPENDIX II

CHECKLIST FOR PRECAMP CONFERENCES

DOCUMENTS AND INFORMATION REQUIRED

1. Documents.

a. Unit Annual Training (AT) Plan.

b. Logistic Support Requirements for Annual Training.

c. Personnel Support Requirements.

d. DA Form 3161, Request for Issue and Turn-in.

e. DA Form 581, Request for Issue and Turn-in of Ammunition.

f. FORSCOM Reg 350-2.

g. Number of personnel attending annual training (AT). Also strength of all attached units.

h. AT equipment requirements (FORSCOM 156-R).

2. Estimated date and time of arrival.

a. Advance Party.

b. Main body.

3. Mode of transportation and number of personnel.

a. Advance Party.

b. Main Body.

4. Logistics.

a. Procedures for:

(1) Issue and turn-in of supplies to include nonexpended ammunition/explosives and residue brass.

(2) Requisitioning individual clothing and organizational equipment.

(3) Issue of installation property (bedding, office equipment, and furniture).

(4) Obtaining repair parts for normal repair and deadlined equipment.

(5) Ration issue (including turn-in of unused ration).

(6) Garbage and trash disposal.

(7) Report of survey.

(8) Signing for billets, expendable supplies and rations.

(9) Organizational maintenance support for units without a maintenance capability.

(10) Clearing post.

(11) Procedures for obtaining equipment on loan from training sites/ECS.

b. Assignment of:

(1) EM barracks and building numbers.

(2) Officers quarters and building numbers.

(3) Female officer quarters and building numbers.

(4) Female enlisted quarters and building numbers.

(5) Administrative offices and building numbers.

(6) Dining facilities (including officer field ration dining facility, water trailers, ice chests, field ranges, tentage) and building numbers.

(7) Telephones and telephone numbers.

c. Facilities engineering support.

(1) Pre-inspection of facilities to be occupied or used and the furnishing of list of desired repairs to installation commander.

(2) Site support units; coordination with appropriate installation agency to insure that tasks assignments are defined and understood and that necessary materials will be on hand. Also that environmental impact statements (if needed) are prepared by installation for work to be done, especially engineer missions.

(3) Energy convservation guidelines for facilities.

d. Motor pool area (including control of vehicle usage in consolidated motor pool and availability of building for maintenance purposes.)

e. Parking areas (civilian and military vehicles.)

f. Expendable item issue (housekeeping, office, training).

g. Availability of personnel to train, test, and issue licenses for vehicle and generator operators.

h. Review logistics support requirements. Insure availability of equipment requested.

i. Requirement for pre-AT food service school.

j. Availability of DS maintenance support. Procedures for obtaining DS/GS maintenance support beyond unit capability.

k. Procedures for obtaining POL and reporting POL consumption. POL requirements by type of:

(1) Vehicle/equipment provided by installation or other source to using unit at annual training site.

(2) Vehicle/equipment brought to annual training site.

l. Provide the DIO with list of repair parts desired that will be needed during the conduct of AT.

m. Coordination with MAIT for assistance.

n. Review previous year AT records and post SOP prior to attendance at AT.

5. Training.

a. Assignment of radio frequencies and call signs.

b. Procedures to requisition and use ranges, training facilities, classrooms, etc.

c. Availability of training ammunition.

d. Availability of training aids, audio-visual, photography and television support.

e. Utilization of personnel and units in a site support role.

f. Bivouac area assignment and bivouac support.

g. Reconnaissance of training areas and ranges.

h. Safety requirements. Availability of administrative support for safety of training site range. Reporting procedures for fire, incident, or accident on post.

i. Environmental/ecological restrictions, i.e., cutting brush for camouflage, digging latrines, etc.

j. Energy conservation procedures.

6. Administration.

a. Processing of IRR personnel (to include coordination for feeding, issuing of clothing and organizational equipment).

b. Duty hours of site support personnel.

c. Post finance.

d. Aviation facilities.

e. Uniform regulations (off duty and on duty).

f. Off limit establishments/facilities.

g. Procedures for storage of classified documents.

h. Providing Provost Marshal Staff Services.

i. Physical security of weapons/ammunition and military property.

j. Serious incident reporting.

k. Registration of vehicles.

l. Security clearances for special access areas.

m. Procedures for obtaining copying support.

7. Health, Welfare and Morale.

a. Officers, NCO and EM Clubs (hours, uniform, dues, etc.).

b. Fishing, hunting, swimming (are licenses required).

c. Sick call (location, hours). Availability of MEDDAC.

d. Church call (location, hours).

e. Post pass regulations.

f. Off post transportation.

g. Post exchange facilities (location, hours, uniform).

h. Laundry/dry cleaning facilities.

i. QM Sales Store (building number, hours of operation).

j. Post Office (location, appointment of mail clerk).

k. Type of telephone facilities available.

l. Special service support available (recreational areas, sight-seeing tours, points of interest, transportation availability).

m. Morale support fund (unit fund dividends).

8. Advance Party.

a. Where and whom to report.

b. Transportation available to draw rations, supplies.

c. Quarters for advance party.

d. Feeding of enlisted members of advance party.

e. Procedures for signing for billets, expendable supplies, and rations (para 4a above).

9. Funding.

a. Responsibilities for funding support.

b. Funding checklist.

APPENDIX III

ANNUAL TRAINING REPORTS

SUBJECT	TO	THRU/ COPIES	SUSPENSE DATE	REFERENCE
FORSCOM Form 1R	Evaluation HQ AT Site	N/A	AT Site Chief Eval Tues first week of AT	Appendix A, FORSCOM Pam 135-4
Precamp Conference After Action Report	Cdr, 99th ARCOM, ATTN: AFKA-ACF-OT	N/A	15 days after conference	Annex K, par[illegible] 1d, 99th ARCOM Reg 35-2
Approved AT Training Schedule	AT Site Command	Next higher HQs for approval	Arrive this HQ 60 days prior prior to AT	Annex K, 99th ARCOM Reg 350-2
Evaluator Computed FORSCOM Form 1R	Cdr, 99th ARCOM, ATTN: AFKA-ACF-OT	N/A	Mailed NLT 1st Monday after after return from AT	Annex K, para 16b, 99th ARCOM Reg 350-2
Movement Reports (Departure for and return from AT Site)	Post Commander AT Site	N/A	Per SOP/Instructions AT Site	Per SOP/Instructions AT Site
USAR Superior Unit Certificate (606R)	Cdr, 99th ARCOM,	N/A	15 days after AT	1A Suppl 1 to AR 140-24
FUSA Excellence	Cdr, 99th ARCOM	N/A	NLT December 31	1A Cir 350-86-5

APPENDIX III

ANNUAL TRAINING REPORTS

SUBJECT	TO	THRU/ COPIES	SUSPENSE DATE	REFERENCE
Unit Movement Reports for AT	Cdr, 99th ARCOM, ATTN: AFKA-ACF-LG	N/A	75 days prior to AT Movement	Annual Ltr, this HQs; 99th ARCOM Reg 55-1
Annual Training "Absent w/o Leave Report"	Telephonic - DCSPA	N/A	1st Monday of AT	Para 15, Annex K, 99th ARCOM Reg 350-2
Written Report	Cdr, 99th ARCOM, ATTN: AFKA-ACF-PA	N/A	Mail 1st Monday of AT	Para 15, Annex K, 99th ARCOM Reg 350-2
After Action Report Annual Training	Cdr, 99th ARCOM, ATTN: AFKA_ACF-OT	N/A	15 days after AT	Annex K, App IV, 99th ARCOM Reg 350-2
AT Equipment Requirements, FORSCOM Form 156R/156R/1	Cdr, 99th ARCOM, ATTN: AFKA-ACF-LG	N/A	120 days prior to 1st day of AT	Appendix A, FORSCOM Reg 350-2

APPENDIX IV

ANNUAL TRAINING AFTER ACTION REPORT

SUBJECT: After Action Report, Annual Training (TY ___)

Commander
99th ARCOM
ATTN: AFKA-ACF-T-U
Oakdale, PA 15071-5001

AT SITE: INCLUSIVE DATES:

1. This is a narrative report designed to provide a comprehensive analysis of field training evaluations and assist this headquarters in planning for future AT.

2. Separate comments and recommendations, as appropriate, are submitted for each topic outlined below. Identify only those problem areas which could not be resolved by the command preparing the report.

3. The report will include, but not be limited to, the following:

a. Facilities.

b. Training areas.

c. Availability of supplies and equipment. If the unit does not have authorized equipment or appropriate substitute on hand for training, such shortages will be reported by specific item identification. Additionally, comments must include the effect these shortages on the attainment of a satisfactory performance during AT mission accomplishment.

d. Adequacy of training.

e. Adequacy of support rendered by the Active Army. Identify problem areas and comment on supply maintenance activities.

f. Use of Reserve Component units with site support mission. If appropriate, give examples of the efficiency of these units.

g. Training of IRR replacements and conduct of Reserve Reinforcement Processing Center (RRPC) Operations.

h. Adequacy of directives and regulations pertaining to AT and recommendations for improvements.

STATUS REPORT OF UNIT MOVEMENT TO AND RETURN FROM ANNUAL TRAINING

PART I (EN ROUTE) 1st Monday at Site

1. UNIT REPORTING: ______________________ AT DATES: ______________

2. PERSON MAKING CALL AND DATE RECEIVED: ______________________

3. TRAINING SITE: ______________________ TELEPHONE NUMBER: ______________

4. AT ATTENDANCE: O _____ WO _____ EM _____ NO. OF AWOLS: O _____ WO _____ EM _____

5. UNUSUAL INCIDENTS EN ROUTE TO AT: ______________________

____

____

____

____

PART II (RETURN) 1st Monday Home Station

1. PERSON MAKING CALL AND DATE RECEIVED: ______________________

2. WERE ALL SUPPLIES AND EQUIPMENT UNLOADED AND SECURED? YES NO

IF NO, GIVE REASONS: ______________________

____

____

3. ARE ANY UNIT MEMBERS BEING RETAINED ON AT DUE TO INJURY OR ILLNESS CONTRACTED WHILE UNIT WAS ON AT? YES NO
IF YES, OBTAIN NAME AND RANK OF INDIVIDUAL AND REASON FOR BEING RETAINED ON AT: ______________________

____

____

4. UNUSUAL INCIDENTS EN ROUTE TO HOME STATION: ______________________

____

____

NAME OF PERSON TAKING REPORT AT 99TH ARCOM

____

ANNEX L

TACTICAL INTELLIGENCE TRAINING PROGRAM

1. References:

a. AR 350-2 Opposing Force Program

b. AR 350-225 Survival, Evasion, Resistance and Escape Training

c. AR 530-1 Operations Security (OPSEC)

d. AR 530-2 Communications Security (COMSEC)

e. FM 21-2 Soldiers Manual of Common Tasks - Skill Level 1

f. FM 21-3 Soldiers Manual of Common Tasks - Skill Levels 2, 3 & 4

g. FM 21-75 Combat Training of the Individual Soldier and Patrolling

h. FM 30-5 Combat Intelligence

i. FM 30-40 Handbook of the Soviet Ground Forces

j. FM 32-30 Electronic Warfare, Tactics of Defense

k. TC 30-1 Tactical Cover and Deception

m. TC 30-3 Soviet Equipment Recognition Guide

n. TC 30-28 S2 Reference Guide

o. TC 32-30 Electronic Warfare Training

2. Purpose. This annex provides guidance in the development of a Tactical Intelligence Training Program at all levels of command.

3. Responsibilities. All units are responsible for developing and implementing a Tactical Intelligence Training Program. Commanders at all levels are responsible for insuring adherence to the provisions of this annex.

4. Tactical Intelligence Training Program Outline. Each unit's program shall include, as a minimum, the topics listed below. Following some topics is/are the number(s) of the Common Task(s) (from FM 21-2 and FM 21-3) most closely associated with that particular topic. Soldiers Manuals, ARTEPs and references listed in paragraph 5 below should be used to tailor the program topics to your own unit personnel.

a. Vehicle, weapon and equipment recognition and identification of potentially hostile force. Soldiers must be familiar with and know the capabilities and limitations of the weapons systems which they will encounter on the battlefield.

Common Tasks 441-091-1040 and 878-920-1001

b. Doctrine and tactics of potential adversaries. Unit members must be aware of the actions and reactions which hostile forces can be expected to employ in a combat situation.

c. Observing and reporting battlefield information. The individual soldier must know what and how information is to be reported to his/her supervisor. Use of the proword SALUTE (Size, Activity, Location, Unit, Time and Equipment) can be helpful.

Common Task 071-331-0803

d. Day and night surveillance methods. Soldiers shall be trained to properly perform surveillance operations day and night, individually and as patrol members.

e. Camouflage and concealment techniques. The soldier should be taught to select his/her hide positions with a view toward its concealment potential for both people and equipment. They need to recognize the suitability and limitations of various camouflage and concealment options.

Common Tasks 051-191-1361, 051-191-1362, 051-191-1363 and 071-326-0513

f. Basic protective measures such as noise, light and litter discipline and the use of challenge and password. Of the former, it should be second nature for the soldier to incorporate these disciplines into all of his/her activities, i.e. site selection, movement and bivouac. Soldiers must know the use of the challenge and password system to halt and identify personnel before they are close enough to be of danger to them.

Common Tasks 071-331-0801 and 071-331-0815

g. Effective radio procedures. Unit personnel must know how to incorporate Communications Security (COMSEC) procedures to deny the enemy vital friendly information.

Common Tasks 113-571-1016

h. Electronic Warfare (EW). Soldiers must know how to recognize when the enemy is employing EW as well as what actions to take to limit the effectiveness of the enemy's EW effort.

i. Survival, Escape, Resistance and Evasion. The soldier must be taught to know what to expect in the way of treatment if captured, how to behave in the hands of the enemy, how to plan and execute an escape and how to evade the enemy once escape is accomplished.

Common Task 181-906-1505

j. Handling of Prisoners of War. Combat soldiers must be aware of the five Ss (Search, Segregate, Silence, Speed and Safeguard) approach to handling PWs.

Common Task 071-331-0802

5. Implementation. Commanders will insure that a Tactical Intelligence Training Program as outlined in this annex is implemented immediately. Headquarters, 99th ARCOM will monitor the progress and quality of each unit's program via the Staff Visit Program.

ANNEX M

BATTALION TRAINING MANAGEMENT SYSTEM (BTMS)

1. References:

FM 25-1 through FM 25-5.

2. Program Manager. Battalion-level commands (Group with direct reporting units) are the primary managers of the BTMS Program. Hospital units will conduct their own BTMS Program.

3. BTMS Sustainment. Units must continually evaluate their need for BTMS by conducting the following BTMS workshops annually.

a. Company/Separate Platoon/Detachment Level - Conduct at least one Trainer Workshop (TW) annually. Platoon Trainer Workshop (PTW) and Training Supervisor Workshop (TSW) will be conducted as needed.

b. Battalion/Group Level - Conduct one Training Management Workshop (TMW) annually. TMW should be conducted during YTP/YTC development period.

c. USAR Schools - Conduct one TMW and one TW Workshop for individuals in their geographical area needing initial or refresher instruction in BTMS.

4. Training Course. Primary BTMS training course for workshop leaders (FTUS personnel) is Training Assistance Course at Army Reserve Readiness Training Center, Fort McCoy.

5. Training Capability. Each Major Subordinate Command (Brigade, Group, Battalion) will establish procedures to insure sufficient numbers of unit members are trained to present BTMS workshops. Program managers will maintain up-to-date rosters of trained workshop leaders.

6. Training Assistance.

a. USAR Schools have trained BTMS workshop leaders. They may be requested and will assist with workshops as an additional duty.

b. Readiness Group Oakdale is also capable of providing trainer support as requested.

c. If USAR School or RG Oakdale provides primary BTMS workshop leaders, BTMS-trained unit members will act as assistant instructors.

7. Workshop Schedule. Major Subordinate Commands will submit report by 1 October annually listing dates for annual TMW workshop for all subordinate units.

8. Funding. BTMS workshops will be conducted as regular scheduled training.

9. Evaluation. Reinforcement/Refresher training will be scheduled as necessary. BTMS sustainment and implementation will be the subject of all staff visits.

ANNEX N

TRAINING REPORTS

1. Purpose. This Annex is published to provide a listing of required training reports.

2. Responsibility. Unit commanders are responsible for the proper and timely submission of training reports applicable to all units under their control to this headquarters, ATTN: AFKA-ACE-T-U.

3. Reports.

a. Listed at Appendix I.

b. Key to frequency symbols:

(1) Monthly - M

(2) Quarterly - Q

(3) Semi-Annually - SA

(4) Annually - A

(5) As Required - AR

c. References are to 99th ARCOM Reg 350-2 unless otherwise stated.

APPENDIX I

TITLE	SUBMITTED TO	REFERENCE	DUE DATE	FREQUENCY	REMARKS
Two Yr Training Calendar & Yearly Training Guidance	99th ARCOM	Annex B, Para 6	1 June	A	Required of MSCs only
Yearly Training Program Program	99th ARCOM thru channels	Annex B, Para 6	1 Aug-MSC & DRU 1 Sep-All other	A	
Monthly Training Schedule	99th ARCOM MSC & DRU only	Annex C, Para 8c	NLT 30 days prior to scheduled month	M	
Monthly Training Schedule Date Changes	99th ARCOM thru channels	Annex C, Para 8d,9	NLT 15 days prior to change	AR	
AT Training Schedule	99th ARCOM thru channels	Annex K, Para 9b	NLT 60 days prior to AT	A	
Report of Staff Visit-AT/IDT	99th ARCOM	Annex J Para 4	NLT first scheduled RSUTA following visit	AR	
Superior Unit Award (606R)	99th ARCOM	Annex K, Appendix III	NLT 15 days after AT	A	
Additional Inactive Duty Tng Report	99th ARCOM	Annual Letter	10th of each month	M	
Annual Training Reports	99th ARCOM	Annex K, Appendix III			
MTC Support Requests	99th ARCOM thru channels	Annex A, Appendix IV	18 months prior to exercise date	AR	
MTT Requests	99th ARCOM thru channels	Annex A Appendix V	1 June 1 October	SA	
Quarterly Significant Training Activity Report	99th ARCOM	Quarterly Letter	.60 Days Prior to Subject Quarter	Q	MSC and DRU

ANNEX O

SELECTION, TRAINING, TESTING, AND LICENSING OF EQUIPMENT OPERATORS

1. Reference.

a. AR 385-55, Prevention of Motor Vehicle Accidents.

b. AR 600-55, Motor Vehicle Driver - Selection, Testing, and Licensing.

c. AR 600-58, Mechanical Equipment Operator - Selection, Training, Testing, and Licensing.

d. FM 21-17, Driver Selection, Training and Supervision (Tracked/Combat Vehicles).

e. FM 21-105, Manual for the Wheeled Vehicle Driver.

f. FM 55-30, Army Motor Transport Units and Operations.

g. Technical Bulletin (TB) 600-1, Procedures for Selection, Training, Testing, and Qualifying Operators of Equipment/Systems Excluding Selected Watercraft and Aircraft, Managed/Supported by US Army Troop and Aviation Materiel Readiness Command (TSARCOM).

h. TB 600-2, Procedures for Selection, Training, Testing, and Qualifying Operators of Construction Equipment and Materiel Handling Equipment Managed by US Army Tank-Automotive Materiel Readiness Command (TARCOM).

i. TM 21-306, Manual for the Tracked Combat Vehicle Driver.

j. TM 743-200, Storage and Materials Handling.

2. Purpose. This Annex provides guidance for aggressive, innovative operator training and testing, and outlines acceptable procedures for operator selection and licensing.

3. Background. In 1978, DARCOM reviewed the adequacy of Army regulations and procedures on this subject. As a result, TRADOC is working to provide more precise and understandable guidance and resources for the selection, training, testing, and licensing of equipment operators. Meanwhile, what is expected are aggressive unit programs to train and test operators. Driver/operator selection and licensing procedures seem to be generally understood in most units but aggressive training and testing procedures are not. Commanders with notable success in this area appear to have achieved it by delegating the responsibility to a unit officer and by personal involvement in evaluating the training being conducted. Supporting AMSA supervisors are well qualified to advise unit project officers who may be tasked to develop and implement unit programs.

4. Responsibility.

a. Commanders at all levels are responsible for the proper administration of a driver training program.

b. Driver training will be initiated for all personnel including additional duty drivers, requiring training under the unit's ARTEP and TOE for various types of equipment. The training program will include plans for conducting required testing for completion of Section III, DA Form 348, Drivers Qualification Record. Operators of immersion heaters and field ranges will be licensed using similar procedures.

c. Commanders will insure that all drivers or operators of equipment have received instruction on subject matter contained in DA Pam 738-750, The Army Maintenance Management System (TAMMS), Chapter 1 and 2.

d. All unit commanders will periodically review their driver qualification program to insure that it is impartially administered in accordance with DA standards. Suspension of driving permits, retaining, and retesting will be a routine procedure when personnel are involved in violations or accidents resulting from faulty driving.

e. Commanders will insure that the unit, or acting Unit Transportation/Motor Officer, supervises the selection and training of drivers. A qualified officer will be assigned this function in those units that do not have a Transportation/Motor Officer.

f. Licensing Drivers for USAREUR (See Appendix II).

5. Training Procedures. (See Appendix I)

a. Individual training and testing should be done at home station. AT periods should be used for this purpose only if this training cannot be accomplished at home station.

b. The following training is recommended to be included:

(1) Convoy Training. Drivers training should include driving in convoy over hilly terrain, passage through congested area, movement in and out of bivouac areas, and driving under blackout and inclement weather conditions. This should include driving vehicles loaded with cargo and/or troops. Advantage should be taken of available training films and other training aids. Freeway or expressway driving should also be conducted.

(2) Task/Job Training. Training should include the various publications, forms, and reports that are required to be completed in reporting the condition of the vehicle and for reporting of accidents. All drivers must know what forms are required and proper completion thereof. Some of the publications and forms are as follows:

(a) Technical Manual (TM) for the applicable vehicle or equipment.

(b) The Lubrication Order (LO) for the applicable vehicle or equipment.

(c) Motor Vehicle Utilization Record (DD Form 1970).

(d) Equipment Records Forms for the applicable vehicle or equipment.

(e) Equipment Inspection and Maintenance Worksheet (DA Form 2404). This form is used to record deficiencies noted during the Preventive Maintenance Checks and Services (PMCS) inspection of the equipment. The applicable Technical Manual (TM) is to be used for a reference because it tells which conditions make the item not ready.

(f) SF 91 Operator's Report of Motor Vehicle Accident.

(3) Safety. Safety training should include, but not be limited to:

(a) Proper loading of equipment on trucks and trailers. Transport of equipment to AT is first priority. Troop transportation by convoy then is dependent upon percent of mobility.

(b) Inclement Weather Driving.

(c) Troop behavior, equipment breakdown, and recovery procedures.

(d) Convoy control.

(e) Information contained in publications from higher headquarters regarding vehicle accident experience and warnings/cautions in equipment technical manuals.

APPENDIX I

DRIVER TRAINING

MUTA-4

1. Military Vehicles and Operators 1 hour

FM 55-30
FM 21-17
FM 21-105
TM 21-306
TB 600-1
Vehicle TMs

2. Transporting Personnel and Cargo 1 hour

FM 55-30
FM 21-105
TM 55-310
Vehicle TMs

3. Accident Prevention 2 hour

AR 385-55
FM 55-30
FM 21-105

4. Accident Reporting 1 hour

AR 385-40
FM 21-105
SF 91

5. Sound Driving Practices 1 hour

6. Principles of Motor Marches 1 hour

FM 55-30
FM 21-105
TM 55-312

7. Practical Driving Exercises 7 hours

All previous references

NOTE: All items are for planning purposes. Each soldier is complete when he has demonstrated performance standards.

APPENDIX II

LICENSING DRIVERS FOR USAREUR

1. Many Army National Guard and Army Reserve units will undergo annual training with U.S. Army, Europe (USAREUR), in the months ahead. In addition to transportation, billeting, and similar tasks, Reserve component commanders must arrange to license their drivers to operate vehicles in Europe.

2. Operating Army motor vehicles in Europe requires drivers to drive defensively and be familiar with local traffic laws and police officers' traffic signals and directions. Traffic density in Germany, for instance, compares with that of New York City or Los Angeles, and driving requirements in USAREUR differ from those in the United States.

3. When Reserve commanders are notified that their units will train in Europe, they must begin a program to train, test, and license their drivers. The training program must follow guidance contained in Forces Command (FORSCOM) supplement 1 to AR 600-55. Annex B, USAREUR supplement 1 to AR 385-55 contains a suggested driver orientation. Each driver must have a valid Standard Form 46, U.S. Government Motor Vehicle Operator's Identification Card, and must attend a 2 hour orientation on the peculiarities of driving in Europe.

4. The unit is responsible for appointing test control officers to administer USAREUR drivers' tests to Reserve component personnel. Test control officers can also help the unit obtain study materials to prepare drivers for the tests.

5. When the drivers' training is completed, the unit commander notifies the test control officer that his drivers are ready for testing. The test control officer obtains test material from the Commander, Headquarters, 99th ARCOM, ATTN: AFKA-ACE-T-U, Oakdale, PA 15071-5001, to test the number of drivers in the unit.

6. The first test, AE-PRT-100M, measures a driver's knowledge of European traffic regulations and safe driving practices. This test has no time limit, but drivers can have no more than four errors and pass the test. Drivers who pass are then given FORSCOM Test 200-M which requires them to correctly identify within 20 minutes at least 45 of the 50 traffic signs that are common in Europe.

7. When a driver has passed both tests, the test control officer records the results on the individual's DA Form 348, Equipment Operator's Qualification Record, and signs the appropriate block on the form. Drivers who fail either or both tests may be retested later. Retesting, however, must be completed not later than 35 days after initial testing and is limited to testing those drivers who failed. When a driver fails either or both tests, the test control officer notifies the unit commander to withdraw the driver's SF 46 before the unit departs for Europe.

8. The unit commander must insure that each driver's DA Form 348 accompanies the unit to annual training. On arrival in Europe, the form must be certified by USAREUR licensing officials.

9. This completes the Reserve component units' licensing process and unit drivers are not qualified to operate Army motor vehicles in Europe during their annual training.

ANNEX P

SAFETY

1. Reference.

a. AR 385-10.

b. First Army Regulation 385-1.

c. 99th ARCOM Pamphlet 385-1.

2. Purpose. To establish the safety policy, responsibilities, and Standing Operating Procedures for safety, especially when training away from home station.

3. Policy. Commanders will insure reservists know, understand and comply with all aspects of safety. Safety is fundamental to every aspect of being in the Army. Every reservist and every family member has a right to expect all echelons of leadership to "think safety" as an integral part of all decisions.

4. Responsibilities.

a. The prevention of accidents is a command responsibility.

b. Unit commanders are responsible for actions a through p of paragraph 2-2, reference 1a, except parts d and i.

(1) A copy of the DF appointing unit Safety Officer and NCO should be sent to this headquarters, ATTN: AFKA-ACE-PR.

(2) A safety briefing must be conducted prior to Annual Training per Annex D, reference 1c, plus convoy members briefed per Annex C.

(3) Upon arrival at AT site, hazards peculiar to that installation must be covered.

c. The unit Safety Officer/NCO will execute duties outlined in para 2-5, reference 1b, plus assisting supervisors with accident investigations and preparation of necessary reports as required. They will conduct a safety inspection per Annex C, reference 1c, upon arrival at AT site.

d. Supervisors at all levels beginning with squad leaders and section chiefs, must make maximum effort to detect, report, eliminate, and make unit members aware of unsafe areas, conditions and practices. Should an accident occur to anyone assigned to them by TOE or mission, they must see that DA Form 285 (Aug 80 edition) is prepared. A Line of Duty, DA Form 2173, should also be prepared immediately.

5. In Case of Accidents.

a. Render first aid if appropriate per Annex E, reference 1c, and FM 21-11.

b. Arrange for qualified medical attention and care.

c. Investigate the accident and prepare necessary reports per Annex D, reference 1b.

6. Special Instructions.

a. The documents listed in para 1, this annex, plus the unit safety program and SOP constitute the minimum unit safety reference library, and must be available for use during Annual Training and at any other field training site, as well as home station.

b. Army Motor Vehicle Accident Prevention. Comply with para 5-4, reference 1b, and Annex C, reference 1c.

c. Ammunition, Range, and Weapons Safety. Comply with para 5-6, reference 1b, plus pay particular attention to para 1 of Annex A thereto.

d. Accident reporting will be in accordance with reference 1b, Section IV.

e. Night exercises require detailed planning, close supervision, and special troop instruction. Strict control of off road vehicle traffic, maximum use of protective materials per AR 385-22 and avoidance of high vehicular traffic areas is mandatory. Troops cannot be allowed to sleep in or near vehicles. Ground guides will be used in troop areas at night.

f. Commanders will publish a safety annex for all field and training exercises. The unit safety officer will write the safety paragraph in close coordination with the person planning the field or training exercise.

g. Communications Safety. See Annex G, reference 1c.

h. Seasonal Dangers.

(1) During appropriate seasons of the year, special emphasis will be placed on preventing casualties resulting from heat, humidity, cold-wet weather, frostbite, drowning, lightning, poison oak, ivy, and sumac, poisonous snakes and insects.

(2) All concerned must be constantly aware that certain risks to individuals cannot be entirely eliminated, but they can be minimized by application of sound judgement, careful supervision, and adequate control by responsible persons.

ANNEX Q

RANGES AND WET SITES

1. Reference.

a. 1A Pam 135-2.

b. AR 385-63.

c. FORSCOM Supl to AR 385-63

2. Purpose. This Annex provides uniform procedures for obtaining use of ranges and training facilities located in or near the 99th ARCOM geographical area.

3. 99th ARCOM Training Sites and Ranges.

a. All firing must be conducted on 1A approved ranges, reference 1A Pam 135-2.

b. Ranges not listed in 1A Pam 135-2 must be inspected and approved in accordance with First Army policy prior to use. Safety inspections will be accomplished as detailed in Annex P, Appendix XIII, Revised Range Safety Inspection Policy.

c. Non-government owned property may be utilized in appropriate circumstances. The proposed use of privately owned property for USAR training requires an agreement between the unit and property owner. Format for such an agreement is set forth in Appendix II, this Annex.

4. Transportation. Organic wheeled vehicles will be used to the maximum extent possible for movement to and from training site. Travel by privately owned conveyance will not be authorized in connection with the movement of the main body of troops from home station to the training site.

a. Military buses may be available for use in transporting troops. Units desiring their use must submit a written request to this headquarters, ATTN: AFKA-ACE-T-U, NLT 90 days prior to scheduled training.

b. Units requiring commercial bus transportation will submit a written request accompanied with a DD Form 1287 to this headquarters, ATTN: AFKA-ACE-T-U, NLT 90 days prior to the scheduled training.

5. Medical Aid Support.

a. Unit commanders should not assume that medical aid personnel can or will be available. Units not assigned MTOE medical aid personnel will coordinate with medical units and/or combat type units authorized medical detachments located in the immediate geographical area for support.

b. Direct communication with aforementioned type units for the purpose of obtaining and coordinating details for medical support.

(1) In the event a unit is unable to obtain the necessary medical aid personnel to support scheduled training, copies of all communication and correspondence will be forwarded to this headquarters, ATTN: AFKA-ACE-T-U, NLT 60 days prior to scheduled training date.

(2) Medical aid personnel from Active Army source are made available by the commander of training site installation concerned. Details of availability are normally published in the installation Standing Operations Procedures (SOP) for WET site training by Reserve Component units.

APPENDICES ENCLOSED

Appendix I	Outdoor Training Areas (PA)
Appendix II	Informal Agreement for Short-Term use of Privately Owned Real Estate
Appendix III	Ammunition Procurement
Appendix IV	Issuing and Turn-In of Ammunition
Appendix V	Improper Format For DA Form 581 - Sample
Appendix VI	DODAC Nomenclatures
Appendix VII	Keystone Wet Site
Appendix VIII	Clinton Wet Site
Appendix IX	Reserve Component Training Areas (WV)
Appendix X	Request for Facilities
Appendix XI	Reserve Component Training Areas (PA)
Appendix XII	Consolidated Request for Training Facilities and Logistical Support
Appendix XIII	Revised Range Safety Inspection Policy

APPENDIX I

OUTDOOR TRAINING AREAS

PENNSYLVANIA

TRAINING AREA	ACRES	TYPE OF TRAINING	CONTACT
Clinton Training Area Clinton, PA	191	CPX/FTX	HQ 99th ARCOM DCST
Keystone Ordinance Works Geneva, PA	510 Range Tng Area	CPX/FTX	HQ 99th ARCOM DCST
Fort Indiantown Gap Annville, PA	Range Tng Areas	CPX/FTX All Weapons	See Appendix XI, this Annex

WEST VIRGINIA

TRAINING AREA	ACRES	TYPE OF TRAINING	CONTACT
Camp Dawson Kingwood, WV	1448 Range	CPX/FTX All Weapons	See Appendix IX, this Annex

All other approved 1A ranges are listed in 1A Pam 135-2.

APPENDIX II

INFORMAL AGREEMENT FOR SHORT-TERM USE OF PRIVATELY OWNED REAL ESTATE

The undersigned agrees to allow intermittent use of premises ____________________

____________________ by ____
(description) (unit designation)

at no cost to the government. Such use will not exceed 90 days per year and no construction or major alterations are proposed.

____
(signature of property owner)

I have this day entered into an informal agreement with ________________________
(name of property owner)

allowing intermittent use, not to exceed 90 days of ________________________,
(description of premises)

same being required and absolutely necessary for successful operation of my unit.

______________________ ____
(date) (unit commander signature block)

APPENDIX III

AMMUNITION PROCUREMENT

1. Reference:

a. FORSCOM Reg 700-4, Ammunition, dtd 11 Mar 74.

b. Fort Indiantown Gap Reg 700-4, Ammunition, dtd 4 Mar 77.

2. Purpose. To standardize the internal and external procedures in requesting, issuing, and turn-in of ammunition and residue for Reserve Component units firing on approved ranges other than Fort Indiantown Gap.

3. Scope. This Annex applies to all units supported by the Fort Indiantown Gap or in a geographical proximity to facilitate distribution of ammunition.

4. General. Units desiring to fire at approved ranges other than at Fort Indiantown Gap will receive ammunition at FIG, Camp Dawson, or AT site. Ammunition is no longer shipped from FIG to Oakdale.

5. Procedures for (FIG) IDT.

a. Units are responsible to:

(1) Insure requested ammunition has been forecasted at least 120 days prior to firing date and the quantities are correct. (Continually for the month in which unit will fire.)

(2) Prepare and submit DA Form 581 IAW established formats.

(3) Insure the scheduled firing dates are indicated.

(4) Insure the name of the approved firing range is same as listed on First Army Pamphlet 135-2, or as published by this headquarters.

(5) Insure required storage security statement is provided on the back of the DA Form 581 and signed by the commander (front and rear).

(6) Insure the request is received by this headquarters, AFKA-ACE-T-U, 90 days prior to requested pick-up date.

b. Headquarters, 99th ARCOM will:

(1) Receive DA Form 581 from unit (in six copies) (DCST).

(2) Review the form for completeness IAW FIG Reg 700-4 by insuring that: (DCST)

(a) The ammunition has been forecasted by month and is authorized (DCST).

(b) The form has been approved by higher headquarters (DCSLG).

(c) The UIC is correct (DCSLG).

(d) The training code is correct (DCSLG/DCST).

(e) The place of firing has been approved (DCSLG/DCST).

(f) The requested pickup date can be met (DCST).

(g) The form is properly signed (DCSLG).

(3) If there is a problem that cannot be resolved by telephone, the form will be returned to the unit headquarters (DCSLG).

(4) If the pickup date cannot be met, the unit will be telephonically notified to change their training dates.

(5) If the DA Form 581 is correct, the form will be approved (DCSLG).

(6) Retain one copy of the DA Form 581 and forward the original and all other copies (DCSLG).

c. Ammunition Supply Point.

(1) Ammunition scheduled for shipment by military vehicle will be prepared and secured at the ammunition supply point (ASP). Military shipments will be in an enclosed/lockable vehicle.

(2) Return of unfired ammunition and expended brass will be the responsibility of the unit. Turn-in of residue and live ammunition will take place at Fort Indiantown Gap ASP. Discrepancies discovered by using units will be addressed to Fort Indiantown Gap, ATTN: Property Control Officer.

(3) In the event ammunition is returned from Oakdale, the TMP (Transportation Motor Pool) must notify the ASP Office so that an Access Form 576 can be prepared by the ASP foreman and presented to the security guard at the ASP prior to 1630 hours. Without this form, the truck must report to the Duty Officer and be escorted by Military Police to the ASP. Truck must be kept locked at all times.

6. Coordination.

a. All requests for ammunition not submitted in the 120 day time frame will be handled on a case-by-case basis. If the request can be processed and prepared, it will be picked up at FIG.

b. If a late request is received with ample justification of the requirement, the unit will be advised telephonically by DCST to make arrangement to pick up the ammunition at FIG or reschedule date.

7. Procedures for AT.

a. Units will:

(1) Request Post Ammunition Forecast Sheets.

(2) Forecast ammunition on the sheet made out to that Post.

(3) Send six copies of the Forecast Sheet to this headquarters, ATTN: AFKA-ACE-T-U, NLT 120 days prior to AT. DO NOT send Forecast Sheet to AT site.

(4) Send a statement of number of persons to fire, course to fire, and number of rounds authorized per individual.

b. 99th ARCOM DCST will:

(1) Compare forecast with allocation.

(2) Review justification.

(3) Approve/disapprove and forward to AT site.

SAMPLE

AUTHORIZATION STATEMENT AND AUTHORIZED QUANTITY OF ROUNDS PER INDIVIDUAL

A071	5.56mm Ball M198	51 Qualification	20 Familiarization
A080	5.56mm Blank	19 per	
A165	7.62 M64 Ball 1 Tr Linked	2000 Rounds per Gun	
A475	45 Ball	49 Qualification	21 Familiarization
A533	50 Cal	49 Qualification	21 Familiarization
A404	38 Cal War/Cutr	49 Qualification	21 Familiarization
A093	22 Cal Match (Pistol)	51 Qualification	20 Familiarization
A086	22 Cal LR	51 Qualification	20 Familiarization
A136	7.62 Cal Match	51 Qualification	20 Familiarization
M030	1/4 Block TNT (Justification)		
G950	Red Smoke Grenade (Justification)		

APPENDIX IV

ISSUING AND TURN-IN OF AMMUNITION

1. One copy of each DA Form 581 for issue or turn-in must be submitted to HQ DA by the supporting installation. The DA Form 581 will be used as part of the Training Ammunition Management Study.

2. DA Form 581 will be submitted in six copies observing the following guidelines:

a. In Block 3, Name plus the UIC of the MSC of the requisitioning unit will be shown in addition to DODAAC.

b. In Block 10b, the appropriate training event code (para 4 below) for which ammunition is being drawn or turned-in will be recorded in parenthesis following the FSN/Nomenclature.

c. When all items on a DA Form 581 are for the same training event, the code may be entered in Block 11, rather than for each separate line entry.

d. When the same item is requested for two or more events, separate line entries must be listed for each event. (Use of "DO" is acceptable ILO repeating FSN/Nomenclature for such entries.)

e. In block 10 the name of the unit using the ammunition, if different than MSC will be added.

3. Training event codes will be either two or three character codes. Two character codes will be expanded to three character codes, where appropriate, by the addition of a suffix contained in subpara b to describe more fully the training event. For example, the code "BT" describes the training event of basic combat training (BCT). However, if as part of BCT ammunition was being expended for rifle qualification, the training event code would be "BTQ".

a. The following training event codes will be used to describe all expenditures of training ammunition.

(1) Institutional Training. Training conducted as a part of a course of Instruction and a Training Center, Service School, USMA, or as a part of the ROTC Program.

BT	Basic Combat Training/Basic Training
AT	Advanced Individual Training
OS	One Station Unit Training
BN	Basic NCO Combined ARms Training
NC	NCO Advanced Course
OC	Officer Candidate School

OB	Officer Basic Course
OA	Officer Advanced Course
JR	Junior ROTC Program
SC	Senior ROTC Summer Camp Training
SR	Other Senior ROTC Training
MA	US Military Academy Training
IO	Other Institutional Training

(2) Unit Training. Training conducted by a unit to prepare it to accomplish its TOE/TD mission. It may be either collective or individual training.

TP	Training conducted IAW an approved Army Training Plan (ATP)
TT	Army Training Test (ATT)
OR	Operational Readiness Training (ORT)
RT	Operational Readiness Training Test (ORTT)
R1	Level 1 Training IAW an approved Army Training and Evaluation Program (ARTEP)
R2	Level 2 Training IAW an approved ARTEP
R3	Level 3 Training IAW an approved ARTEP
E1	Level 1 External ARTEP Evaluation
E2	Level 2 External ARTEP Evaluation
E3	Level 3 External ARTEP Evaluation

(3) Field Training Exercises (FTX). Field Exercises conducted by units which are not within the context of ATP, ORT, or ARTEP and are conducted above battalion/squadron level.

JFX	Joint/Combined FTX
CFX	Corps FTX
DFX	Division FTX
BFX	Brigade FTX

(4) Competitive Marksmanship. Training for and participation in competitive marksmanship activities as governed by AR 350-6.

IMK	Participation in International Competition
NMK	Participation in National Competition
SMK	Participation in Interservice Competition
AMK	Participation in All-Army Competition
RMK	Participation in Regional/Theater Competition
DMK	Participation in Division/Installation Competition
UNK	Participation in Unit Competition
IMP	Practice in preparation for International Competition
NMP	Practice in preparation for National Competition
SMP	Practice in preparation for Interservice Competition
AMP	Practice in preparation for All-Army Competition
RMP	Practice in preparation for Regional/Theater Competition
DMP	Practice in preparation for Division/Installation Competition
UMP	Practice in preparation for Unit Competition

(5) Miscellaneous.

DEM	Demonstration of unit training, weapons capabilities, or tactics for which the primary purpose of the demonstration is not to provide training for the participants or observers even though some incidental training of participants may occur.
SQT	Skill Qualification Testing. Ammunition expended for testing only. Training conducted to prepare soldiers to take an SQT will not be recorded under this event. Such training will be recorded under some other unit or institutional training event code.

b. The following suffixes will be used with two character training event codes whenever their use would more fully describe the training event taking place.

S	Engagement simulation training, including scopes, real train or miles.
Q	Qualification/familiarization with weapons and weapons systems (less tank gunnery and aerial gunnery training) as prescribed in AR 350-4.
T	Tank gunnery, includes annual qualification, preparatory training for annual qualification, and "off season" gunnery if applicable.
A	Aerial gunnery training includes qualification, preparatory training for qualification, and sustaining gunnery training conducted between formal qualification firings.

4. The 99th ARCOM POC for ammunition is Training, AV: 277-1152; or commercial 412-777-1152.

APPENDIX V

IMPROPER FORMAT FOR DA FORM 581 - SAMPLE

1. Your DA Form 581 is being returned because of the following deficiencies checked below:

____ a. Use of Federal Stock Numbers instead of ammunition DODAC.

____ b. No date and time ammunition will be picked up.

____ c. No certification statement in item number 11.

____ d. No authorization statement on reverse side of DA Form 581.

____ e. Number of persons to fire, course to fire, and number of rounds authorized per individual on reverse side.

____ f. No storage security statement.

____ g. No signature block or signature.

____ h. Ammunition was not forecasted on last ammunition forecast for date requested on DA Form 581.

____ i. No major unit code or UIC.

____ j. No place of firing.

____ k. No ship-to address.

____ l. Need original copy.

____ m. No training code.

____ n. DA Form 581 must be submitted in six copies.

2. For further information, contact Operations and Training, 412-777-1152; or AV: 277-1152.

APPENDIX VI

DODAC NOMENCLATURES

DOD	NOMENCLATURE
1305-A011	CTG 12 Ga Shotgun #00 Buck
1305-A068	CTG 5.56mm Tracer M196
1305-A071	CTG 5.56mm Bal M193 10 Clip
1305-A080	CTG 5.56mm Blank M200 Ctns
1305-A085	CTG Cal .22 Blank
1305-A091	CTG Cal .22 Ball LR
1305-A093	CTG Cal .22 Ball LR Match Grade
1305-A111	CTG Cal 7.62 MLB Blank (Pistol)
1305-A112	CTG 7.62 Blank NATO M82 Ctn
1305-A130	CTG Cal 7.62mm Ball Clipped
1305-A131	CTG Cal 7.62 MG 4 Ball 1 Tr Linked
1305-A136	CTG Cal 7.62mm Match
1305-A143	CTG 7.62 Linked NATO Ball M80 MG
1305-A146	CTG 7.62mm Tracer M.62 Linked MG M60, M73
1305-A212	CTG Cal .30 Ball M2
1305-A230	CRG Cal .30 M25 Ctn
1305-A365	CTG 14.5mm Tng w/F 6 3.5 Sec Delay
1305-A367	CTG 14.5MM Tng w/F PD
1305-A400	CTG Cal .38 Ball
1305-A404	CTG Cal .38 WAR/CUITR
1305-A475	CTG Cal .45 Ball M1911
1305-A482	CTG Cal .45 Ball AUTO 185 Grain
1305-A483	CTG Cal .45 Match
1305-A555	CTG Cal .50 Linked Ball M2
1305-A557	CTG Cal .50 Ball Tr 4-1 MLR
1305-A559	CTG Cal .50 Blank Linked
1305-A572	CTG Cal .50 Tr Link
1305-A574	CTG Cal .50 Spotter
1305-A576	CTG Cal .50 Lkd API
1305-A593	CTG Cal .50 4 Ball and 1 Tr MLB w/M115 Link
1305-A652	CTG Cal 20mm TPT M220 Ltd
1305-A680	CTG Cal 22mm Prac Chg 1
1305-A681	CTG Cal 22mm Prac Chg 2
1305-A682	CTG Cal 22mm Prac Chg 3
1305-A683	CTG Cal 22mm Prac Chg 4
1305-A896	CTG 20mm Ltd, 4TP
1305-B519	CTG 40mm Practice
1305-A568	CTG 40mm HEM 381 or M406 w/FPU M552 or M551 f/Gren. Launcher M79

DOD	NOMENCLATURE
1315-C226	CTG 81mm Illum w/f Time
1315-C256	CTG 81mm w/PDF M374
1315-C276	CTG 81mm Smoke WP W/F PD
1315_C282	CTG 90mm Heat M371 W/PIBD (Rifle)
1315-C440	CTG 105mm Blank
1315-C445	CTG 105mm HE M1 W/O Fuze
1315-C449	CTG Illum 105mm w/MTSO
1315-C452	CTG 105mm Smk HC W/F
1315-C454	CTG 105mm Smk WP M60 w/Fuze PD
1315-C704	CTG 4.2 HE M329 W/Fuze
1315-C705	CTG 4.2 HE M329 W/O FUZE
1315-C706	CTG Illum 4/2 W/F
1315-C708	CTG 4.2 Smoke WP W/Fuze
1320-D540	Charge Prop 155 GB
1320-D544	Projectile 155mm HE M107
1320-D545	Projectile 155mm Illum
1320-D570	CTG 165mm HEP M123 F/Gun XM 135
1320-D675	Charge Projectile 8" GB
1320-D680	Projectile 8" How HE M106
1330-G811	Prac Hand Gren (Body)
1330-G878	Fuze Hand Gren Prac M205A2
1330-G881	Grenade Hand Frag Delay M67 W/Fuze
1330-G930	Grenade Hand HC M8 White
1330-G940	Grenade Hand Smoke Green M18
1330-G945	Grenade Hand Smcke Yellow M18
1330-G950	Grenade Hand Smoke Red M18
1330-G955	Grenade Hand Smoke Violet M18
1330-G963	Grenade Hand Riot CS M7 Series
1340-H557	Rocket 66mm Heat M72A1
1340-H708	Rocket Prac M72 LAW
1345-K051	Fz Mine AT Prac
1345-K055	Fz Mine M10 Comb
1345-K058	Fz Mine Comb M605 for M16A1 Prac & AP & M21 AT Prac
1345-K139	mine, AP M68 Prac
1345-K143	Mine Anti-Pers M18A1
1345-K765	Chemical Agent CS Capsule
1365-K865	Pot Smoke 10 lb
1365-K866	Pot Smoke HC Large 30 lb
1365-K867	Pot Smoke M4A2 Floating
1370-L117	Sig Kit, Pers, Distress Mixed Colors
1360-L278	Sig Illum Grd Red
1360-L279	Sig Illum Grd White
1370-L306	Sig Grd Red Star Cluster
1370-K230	Mine AT prac M12 Hearing

DOD	NOMENCLATURE
1370-L307	Sig Illum Gnd Cluster White Star M159
1370-L311	Sig Gnd Para Red Star M126
1370-L312	Sig Illum White Star M127A1 Gnd Para
1370-L314	Sig Illum Gnd Cluster Green Star M124A1
1370-L366	Sim Proj Air Burst M74
1370-L495	Flare Surface Trip M49A1
1370-L508	Fz Warning Railroad Red
1370-L594	Simulator Projectile Gnd Burst M115A2
1370-L596	Simulator Flash Arty
1370-L598	Simulator Booby Trap Flash
1370-L599	Sim Booby Trap Ill
1370-L600	Simulator Booby Trap Whistle
1370-L601	Simulator Hand Grenade
1370-L605	Simulator Atomic Explosion
1375-M023	Charge Demo Block 1-1/4 lb M112 C-4
1375-M028	Demo Kit Bangalore M1A2
1375-M030	Charge Demo Block 1/4 lb TNT
1375-M032	Chg Demo Block lb TNT
1375-M130	Cap Blasting Electric
1375-M131	Cap Blasting Nonelectric
1375-M456	Cord Detonating
1375-M670	Fz Blasting Time M700
1390-N278	Fuze MTSO M564 Series
1390-N335	Fuze PD W/.5 Sec Delay M557 (4.2-105)
1390-N411	Fuze Prox M514 Series (155, 8")
1390-N412	Fuze Prox M513 Series (105mm)
1390-N523	Primer Percussion M82
1390-N525	Primer Percussion MK2A4
1337-00-198-2566	Tow Blast Simulator

APPENDIX VII

KEYSTONE WET SITE

DESIGNATION AND LOCATION:

a. Keystone Ordinance Works, Geneva, PA

b. 90 miles north of Pittsburgh, PA off I-79 at Geneva, PA exit; left on to Route 285, approximately five miles.

SIZE: 510 acres

TYPE OF TERRAIN: Mostly rolling terrain and lightly wooded; well suited for wheel and track vehicles with sufficient open area to conduct battalion size CPX. The terrain is also suited for FTXs, ARTEPs, and overnight bivouacs.

OWNER: Federal Government

ORGANIZATION AND TELEPHONE NUMBER OF CONTACT PERSON: HQ 99th ARCOM, AFKA-ACE-T-U, during normal working hours, 412-777-1152.

FACILITIES:

a. Latrine available.

b. Drinking water can be obtained from USAR Center at Meadville, PA, if previously coordinated.

c. Units should bring material for target frames along with targets.

d. 25 point, 1000 inch rifle range, sand covered firing line with overhead safety baffles down range.

RESTRICTIONS/RESPONSIBILITIES:

a. Foliage and timber will not be needlessly destroyed.

b. Rifle range will be closed during firing on the 14.5mm artillery subcaliber range. Scheduling will be done by 99th ARCOM to preclude conflicts.

best copy available

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c. Unit commanders will insure that special care has been taken when using HC smoke, that appropriate protection is provided to all personnel who are likely to be exposed. When planning for the use of HC smoke in training, specific consideration must be given to weather conditions and the potential clouding effects of the smoke. Positive controls (observations, control points, communication) must be established to prevent exposure of unprotected personnel.

d. Commanders will insure that a thorough police is made prior to his departure of training site.

PERSONNEL SERVICES: Religious services - Protestant, Jewish, and Catholic Churches in the immediate vicinity. Should a military chaplain be required, contact this headquarters.

SELF SUFFICIENCY OF RESERVE COMPONENTS: Units will be self sufficient to the maximum extent possible.

EQUIPMENT AND SUPPLIES: Units will use organizational equipment and supplies to support RSUTA to the maximum extent possible.

LOGISTICAL SUPPORT: Meals will be prepared by unit mess where trained personnel and equipment are available.

AFTER ACTION REPORT: An After Action Report will be forwarded this headquarters, ATTN: AFKA-ACE-T-U, within 15 days after scheduled training in the following format:

a. Unit designation.

b. Training site location.

c. Dates site used.

d. Number of personnel participated.

e. Type of activity to include a brief narrative description.

f. What could be done to improve training site.

APPENDIX VIII

CLINTON WET SITE

DESIGNATION AND LOCATION:

a. Clinton WET Site, Clinton, PA

b. Located in Clinton, PA, Beaver County, off US Rte 30, approximately 15 miles northwest of Pittsburgh.

SIZE: 191 Acres

TYPE OF TERRAIN: Terrain is rolling hillside with limited level areas. Area is intermittently wooded with small medium sized trees and considerable amount of underbrush. Soil is sandy and rocky, which dries very quickly after a heavy rain. Cross-country trafficability is limited due to rolling hills, small trees, and underbrush. The terrain is suited for FTXs, ARTEPs, and overnight bivouacs.

ROAD AND TRAILS: Access is via Parkway to Route 30 West. Entrance to training area is by graveled road running through center of the area. Small roads and trails run perpendicular from both sides of graveled road through the training area.

OWNER: Federal Government

ORGANIZATION AND TELEPHONE NUMBER OF CONTACT PERSON: HQ 99th ARCOM, ATTN: AFKA-ACE-T-U, during normal hours, 412-777-1152.

FACILITIES:

a. No permanent latrines available, can be dug in if properly closed.

b. Water must be brought in by using units.

c. No range areas exist.

d. No electric power available.

e. Bivouac areas may be utilized by units up to and including battalion sized units.

f. The only structures on the land are two mounded cement igloos previously utilized by the Air Force to store ammunition.

CONDITIONS:

a. Foliage and timber will not be needlessly destroyed.

b. No live firing.

PERSONNEL SERVICES: Religious services - a military chaplain will be required; contact this headquarters for assistance.

SELF SUFFICIENCY OF RESERVE COMPONENTS: Units will be self sufficient to the maximum extent possible.

EQUIPMENT AND SUPPLIES: Units will use organizational equipment and supplies to support RSUTA to the maximum extent possible.

LOGISTICAL SUPPORT: Meals will be prepared by unit mess where trained personnel and equipment are available.

AFTER ACTION REPORT: An After Action Report will be forwarded this headquarters, ATTN: AFKA-ACF-T-U, within 15 days after scheduled training in the following format:

a. Unit designation.

b. Training site location.

c. Dates site used.

d. Number of personnel participated.

e. Type of activity to include a brief narrative description.

f. What could be done to improve training site.

RESPONSIBILITIES: Commanders will insure that a thorough police is made prior to his departure of training site.

USE OF HC SMOKE: Unit commanders will insure that special care has been taken when using HC smoke that appropriate protection is provided to all personnel who are likely to be exposed. When planning for the use of HC smoke in training, specific consideration must be given to weather conditions and the potential clouding effects of the smoke. Positive controls (observation, control points, communication) must be established to prevent exposure of unprotected personnel.

APPENDIX IX

RESERVE COMPONENT TRAINING AREAS

WEST VIRGINIA

TRAINING SITE: Camp Dawson

LOCATION: Three miles southeast of Kingwood, WV.

PROPERTY CONTROL: State Armory Board.

COORDINATING HQ/UNIT: The Adjutant General,ATTN: WVAR-PORT 1701 Coonskin Drive, Charleston,
West Virginia 25311; AV: 366-9223, Commercial: (304) 348-5300.

DESCRIPTION: 1,448 Acres. Terrain is mountainous with the exception of main post area located in Dunhard Bottom, along the Cheat River. Hills and mountains are thickly wooded. Soil dries quickly after a rain. Vehicular traffic is limited to roads and trails throughout the area. Main roads within the cantonment area are paved.

CAPABILITIES: Adequate for one combat arms company or two combat service support battalions to conduct non-live fire training.

FACILITIES:

a. Billets/Mess: Building and tentage available; will house 840 officers and enlisted men. One 60 man officer's mess and five unit messes with a feeding capacity of 500 men per meal.

b. Admin/Maint: Six administrative and five supply buildings are available. There is a four bay vehicle maintenance shop and an ammunition storage and issue facility. An army aviation facility with administrative/operations building. Runway is 50 feet wide and 3,500 feet long. Fire suppression/crash rescue equipment is available eight hours daily during annual training periods.

c. Ranges:

TYPE	NUMBER	FIRING POINTS
M-31 FA Trainer	1	NA
Rifle, 1000'	2	25
Pistol, Cal 38 and 45	1	15

d. Instructional Areas:

TYPE	NUMBER	FIRING POINTS
Physical Combat Proficiency Test	1	1 Co
Float Bridge	1	1 Co
Open Area w/Bleachers	2	2 Co's

RESTRICTIONS: Camp Dawson Range Regulation. Prior scheduling required with coordinating headquarters. No cutting trees, no open fires permitted.

____

____
(Unit and Station)

SUBJECT: Request for Facilities - Camp Dawson Date: ____________

THRU:

TO: The Adjutant General, ATTN: WVAR-PORT, State of West Virginia, 1701 Coonskin Drive, Charleston, WV 25311

1. Date(s) Requested: ____________; Alternate Date(s): ____________

2. Number of Personnel to attend: Off: ____ WO: ____ Enl: ____ TOTAL: ____

   a. Officers: Field Grade: ____ Company Grade: ____ Female: ____

   b. Enlisted: E7-E9: ____ Other: ____ Female: ____

   c. Billeting fees for Officers and Senior Enlisted will be paid by indiv: ____

   d. Will be billed to Unit of Assignment: ____

3. Facilities required:

   a. Billets: BOQ: ____ BEQ: ____ Tent: ____ Bivouac: ____ Chalet: ____ Cottage: ____ (See NOTE 1)

   b. Mess Hall(s): Large: ____ Small: ____ (See NOTE 2)

   c. Buildings: Admin/Supply: ____ Headquarters: ____ Dispensary: ____ (See NOTE 3)

   d. Classrooms: Buildings 114 & 115: ____ Pavilion: ____ Armory: ____ (See NOTE 4)

4. Training Areas: (See NOTE 5)

   a. Briery Mountain: Bivouac: ____ Training Only: ____ Biv/Tng: ____

   b. Cantonment: Ranges: ____ Bivouac: ____ Gas Chamber: ____ Rappeling: ____

   Bridge Training: BAILEY: ____________ FLOAT: ____________

   Other: ______________________________

5. Ranges: (See NOTE 6) 25 mtr Rifle (25 pts) w/Foxhole: ____ w/Foxhole: ____ Pistol: ____ MG(H-60): ____ M-31: ____ 40MM: ____ LAW: ____ KD Rifle: ____

____

____

____________________ Phone: ____________

See reverse side of this form for notes and other information

PORT Form 7 (16May79)(Revised) Complete in duplicate

NOTE 1: Camp Dawson has billeting available as follows:

a. BOQ: Capacity of 57; two chalets (4-6 capacity) are available and one is normally assigned to a field grade command when not in use for other training support.

b. BEQ: The large barracks has sufficient space for 256 personnel and is divided into four bays of 64 beds each; there are two mobile homes and a cottage available for senior NCO's unless otherwise obligated. Separate quarters are available for female personnel as required. Additional quarters (unheated) can be provided for 150 personnel utilizing three of the adm/supply buildings.

c. Tents: Twenty-five (25) medium GP tents are available (erected on pads in cantonment area) for use from 1 May - 15 Oct. Each tent has electricity and beds and mattresses are available for issue. Latrine and shower buildings are located adjacent to the tent area.

d. Bivouac: There are two company-sized bivouac areas near the small arms ranges and six (6) to eight (8) such areas available in the Briery Mountain training area approximately five miles from main post.

NOTE 2: Mess Halls: The large mess hall (#306) will seat 300 people at one meal and can accommodate up to 500 people; this mess hall is issued with all required equipment. The four (4) small mess halls will seat eighty (80) people and requires units to provide their own organic mess equipment, including field ranges; each has tables, chairs, refrigerators, serving tables and hot water heaters. Small mess halls are numbered 301-302-303 & 304.

NOTE 3: There are three unit admin/supply buildings available for issue, located alternately between the small mess halls. Each of these buildings is issued with fifty bunks and mattresses and may be used as unheated quarters when required. The two headquarters buildings are equipped with sufficient office furniture to satisfy most requirements, both are heated. The dispensary has minimal equipment, and is heated also. One small supply building is available for S4 use.

NOTE 4: Classrooms: Buildings 114 and 115 are equipped with tables and chairs for use by 30-40 students; the pavilion can accommodate 40-50 students for outdoors training; the two classrooms in the armory are available on a restricted basis and must be coordinated with the three units that train at Camp Dawson. Thw two headquarters buildings can be used as classrooms for 20-30 students if required.

NOTE 5: The 1,000 acre Briery Mt training area is ideal for engineer and infantry units to train in; in addition this area is excellent for use in conducting land navigation training and basic tactical training for all units. A complete Bailey Bridge Set is stationed at Camp Dawson and two bridge sites have been prepared for using units. There is a rappeling tower available for such training and the Special Forces Augmentation of HHD, WVARNG has fifty (50) sets of ski equipment which may be requested for use in cold weather survival training.

NOTE 6: Ranges: There are two 25mtr rifle ranges, each with twenty-five points; one twenty-five point pistol range and one six point (10 mtr) MG range located in sequence at the south end of post (this allows commanders to maintain close supervision of the unit). The KD range has been converted to multiple ranges; the M-31 sub-caliber artillery range, the 40 MM (M-203 & M-79), and the LAW. The KD range has fifteen points available for rifle firing; however, priority of use is directed to the M-31 sub-caliber.

Reverse side of PORT Form 7, dtd 16May79

APPENDIX XI

RESERVE COMPONENT TRAINING AREAS

PENNSYLVANIA

TRAINING SITE: Fort Indiantown Gap

LOCATION: 19 miles northeast of Harrisburg, Off Interstate 81.

COORDINATING HQ/UNIT: Cdr, US Army Garrison, ATTN: DPTSEC, Fort Indiantown Gap, Annville, PA 17003. AV: 235-2039/2041, Commercial: (717) 273-2601, Exts. 2039/2041.

DESCRIPTION: 17,896 acres bordered on the north by the Blue Ridge Mountains of the Appalachian chain and on the east, south, and west by gently rolling farm terrain. Principal training areas and artillery/mortar ranges are located between Blue and Second Mountains in the northwestern part of the reservation.

CAPABILITIES: Best suited for a Training Division. Excellent facilities for all types of cannon artillery units. Maneuver acreage is limited, allowing only two battalion size combat arms units to conduct non-live fire training.

FACILITIES:

a. Billets/Mess: Adequate troop use housing is available for 14,500 enlisted men and 1,140 female enlisted personnel. These strength figures are based upon use of all available barracks at the installation and billeting 60 each persons in a barracks. Seventy-five percent of this troop housing is heated by old antiquated coal furnace system, firing by the using unit.

b. Transient Quarters:

BOQs/BEQs	1910 rooms
VOQs/VEQs	31 rooms
Regimental Cottages	15 each
VIP Quarters	2 each

NOTE: The above listed BOQ/BEQ and VOQ/VEQ accommodations are wooden buildings, 40 rooms per building, single occupancy rooms. They are considered inadequate by the installation.

c. Troop Dining Facilities: There are 78 troops use dining facilities, feeding capacity 175 each, at this installation. These facilities are staffed by the using unit or organization. The HHC USAG dining facility has very limited capability to support training units at this installation.

d. Admin/Maint/Fuel Points: There are nine motor repair shops available for use by training units. They are open bays and not equipped with grease pits and/or racks. These facilities are spread out across the installation and are insufficient to maintain unit integrity depending on vehicle density/type and training period utilized. There are 10 fuel points co-located with the motor repair shops available for use by training units. Their locations and capacities are as follows:

Area 3	1 ea	10,000 gal. MOGAS
Area 4	1 ea	5,000 gal. MOGAS, 5,000 gal. Diesel
Area 5	1 ea	10,000 gal. MOGAS
Area 6	1 ea	5,000 gal. MOGAS, 5,000 gal. Diesel
Area 12	3 ea	10,000 gal. MOGAS, 10,000 gal. Diesel
Area 13	3 ea	20,000 gal. MOGAS, 20,000 gal. Diesel

e. Ranges:

TYPE	NUMBER	FIRING POINTS
Rifle, KD, 100-300 meters	3	82
BRM, 25 meter zero	4	306
BRM, Field Firing	2	70
BRM, Record Firing	2	32
Pistol, 15 and 25 meters	3	75
Hand Grenade (Frag)	1	10
3.5 Rocket Launcher and M-72 LAW	2	20
Machine Gun, 10-25 meter	1	20
Machine Gun, Field Firing	5	40
Tank Tables I, II, III, IV Modified VIIC	1	5
Flame Thrower	1	4
Grenade Launcher M-79 and M203	1	7
Recoiless Rifle, 90mm/106mm	3	30
Mortar (81mm/4.2")	16	96
Combat Pistol	4	65
Artillery (105-155mm & 8")	56	336
Combined Arms Site (5.56-8")	1	Bn Level
CEV firing	1	Sec
Force March Live Fire ARTEP Course	1	Squad
Static Helicopter Firing 40mm Practice	1	
M31 Range	1	Platoon
Helicopter NOE Machine Gun	1	3

f. Instructional Areas:

TYPE	NUMBER	FIRING POINTS
Airfield (Muir, 3220 ft runway)	1	C-47
Bridge, AVLB site	1	Sec

TYPE	NUMBER	FIRING POINTS
Bridge, Float	1	Plt
Confidence/Obstacle	12 sta	1 Co
Compass Course	1	Plt
Declination Station	1	
Fording Site	1	
Gas Chamber	2	2 Co
Heavy Engr Equip Site	1	Plt
Leadership Reaction Course	1	
Log Walk	1	Co
Orienteering Course	4	Sec
Pinnacle Landing Site	2	CH-47
Physical Combat Proficiency	1	Co
Pole Orchard	1	12
Rappeling Tower	1	Co
Slide for Life	1	Co
Training Management Development Office/Center	1	Plt
STAFFEX/Facility	1	Bde/Co Level
Water Purification Site	2	Sec
Confined Area Landing Zones	8	UH1
Confined Area Landing Zones (Includes above)	5	CH47
Drop Zones (Not AF approved)	2	Squad
Stage Fields	2	Co
Helicopter Slope Area	1	CH47
Lake, CH47 Water Opns	1	CH47

RESTRICTIONS: Prior coordination necessary with DPTSEC and DIO NLT 60 days prior to training date for all training and logistics resources. (Reference FIG Range Regulation 350-2 and 385-1.

CONSOLIDATED REQUEST FOR TRAINING FACILITIES AND LOGISTICAL SUPPORT

SUBMIT IN DUPLICATE

DATE:

TO: Commander
US Army Garrison
ATTN: AFZQ-PTS-O
Fort Indiantown Gap
Annville PA 17003

THRU:

FROM:

1. GENERAL INFORMATION: (Reference FTIG Regulation 350-2)

a. Unit to conduct training: ______________________________

b. UIC: ____________________

c. Project Officer: ______________________________

Address: ______________________________

Phone No: ______________ AUTOVON NO: ______________

d. AST: ______________ PHONE NO: ______________

e. Controlling Headquarters (ARCOM or NG HQ): ______________

f. Date requested: __________ ETA: __________ ETD: __________

g. Alternate dates: (If requested training was not scheduled during training conf) ____________________.

h. Training Category: ________ AT ________ WET ________CONVOY ________ OTHER

i. Type training to be conducted: ______________________________

j. Unit Organic Medical Support: (Number of physicians, aidmen, ambulances and medical supplies) ______________________________

k. Strength:

(1) Officers: ________ Male ________ Female

(2) Senior NCOs: ________ Male ________ Female (E7 and above)

(3) Enlisted: ________ Male ________ Female

(4) Total Strength: ________ Officer ________ Enlisted

(5) Students: ________ Male ________ Female (other than 1-4 above)

(Figure 7-9)

1. Advance Party Composition:

(1) Officers: _______ Male _______ Female

(2) Senior NCOs: _______ Male _______ Female (E7 and above)

(3) Enlisted _______ Male _______ Female

(4) Total: _______ Male and Female

(5) Advance Party ETA: _______________

2. REQUIREMENTS: a. Information for artillery, mortar, and all other indirect fire and crew served weapons:

(1) Type training and/or table to be fired _______________

(2) Ranges/Firing points desired _______________

(3) Times for firing _______________

(4) Type weapon to be fired _______________

(5) Ammunition _______________

(6) Fuze _______________

(7) High angle desired _______ yes _______ no _______ n/a

(8) OIC _______________

(9) Safety Officer _______________

b. Information for non-crew served weapons and Training Areas:

(1) Ranges, Training areas and times of use _______________
____

(2) Type of weapons to be fired _______________

c. TASC film and equipment required (DA Form 4103) _______________
____

d. Training aid equipment required (DA Form 4103) attached. _______________
____

e. Radio frequencies for use at this installation must be requested directly from USACC, FTIG IAW Chapter 10, FTIG Regulation 350-2.

f. Aviation fuel required _______________ gallons JP4

(Figure 7-9 Cont)

(2) Expendable cleaning supplies (for above buildings) ______________ are; _________ are not required. See Figure 7-6, paragraph (2), FTIG Reg 350-2, for items and basis of issue. See Figure 7-3, FTIG Reg 350-2, to determine whether or not reimbursement to the installation is required.

(3) Troop use linen requirements: (Exclude Officers/SR NCOs who will occupy BOQ/BEQ)

(a) Blankets: ______________
(b) Sheets: ______________
(c) Pillows: ______________
(d) Pillow cases: ______________

(4) Mess hall equipment required:

(a) See Figure 7-6, paragraph (1), FTIG Reg 350-2.
(b) If a complete mess "Set-up" for each mess hall is desired, indicate the number of personnel to be fed in each mess hall:

	MESS HALL*	# PERSONNEL
#1		
#2		
#3		
#4		
#5		
#6		

*If subordinate units will occupy/operate facilities, indicate unit designation.

(c) If a partial issue of mess equipment is desired, refer to Figure 7-6, paragraph (1), FTIG Reg 350-2, and attach an itemized list reflecting nomenclature and quantity by subordinate unit.

(5) Miscellaneous equipment:

(a) See Figure 7-6, paragraphs 3 and 4, FTIG Reg 350-2.
(b) Attach an itemized list reflecting nomenclature and quantity of items desired.
(c) If weapons are required, indicate desired date of pick-up and turn-in.

(6) POL Requirements:

(a) MOGAS: _________ Gallons
(b) DIESEL: _________ Gallons

(Figure 7-9 Cont)

c. POST BILLETING.

(1) Cottage (O-6 Commander or General Officer only)

(a) Name/Rank: ____________________
(b) Duty Position: ____________________
(c) Dates Required: __________ __________

(2) BOQ's (Attach roster indicating name, rank, sex for 6 or less personnel).

(a) Field grade (male/female) __________/__________
(b) Company grade (male/female) __________/__________

(3) BEQ's (E-7 and above) (Attach roster indicate name, rank, sex for 6 or less personnel):

__________/__________
(Male) (Female)

(4) Some supported units prefer co-location of officers and senior NCO's (all facilities are the same); other units desire separation of officers and senior NCO's. Please indicate your unit's preference:

(a) __________ Co-locate officers and SR NCO's.
(b) __________ Separate officers and SR NCO's.

(5) Enlisted transient barracks (E-6 and below):

(a) These facilities (26 male rooms/26 female rooms) are reserved for personnel not associated with a unit; or from a unit which will have 6 or fewer enlisted personnel present.

(b) Maid service is not provided. The occupant and unit are held responsible for cleanliness standards of individual and common usage areas. No charge to the individual.

(c) Request the following spaces be reserved (A by-name/rank roster must be attached):

__________/__________
Male # Female

d. GARRISON MESS SUPPORT.

(1) Meal support for advance party, rear detachment, convoy personnel and units incapable of subsisting themselves, may be requested.

(2) DATE: __________
(Month)

B					
L					
D					

(Indicate # of personnel to be fed.) (Figure 7-9 Cont)

(3) Garrison Dining Facility Hours of Operation:

WEEKDAY	WEEKEND/HOLIDAY
0630	0700
0730	0800
1130	1100
1230	1230
1600	1600
1715	1700

(4) A by-name/rank roster must be attached.

(5) Utilization of Garrison dining facility incurs additional unit responsibilities. See paragraph 7-4k, FTIG Reg 350-2.

e. SUPPLY/SERVICES DIVISION.

(1) Ammunition:

(a) See FTIG Reg 385-1 and FTIG Reg 700-4 for Class V forecasting and requests.

(b) Access to ASP during training period ______ is; _______is not required.

Subsistence:

(a) See paragraph 7-4a(8) and 7-4b, FTIG Reg 350-2, regarding submission of DA Form 2970 (DA Form 3161 for "C" rations) and appropriate suspenses.

(b) DA Form 2970/3161 has _______; has not _______ been submitted to Troop Issue Subsistence Activity on ____________.
(Date)

f. TRANSPORTATION DIVISION:

(1) Administrative use vehicles are in short supply and great demand. Supported units must provide their own licensed operators.

(2) Request for vehicles will be made in writing and utilizing the following format (attach to this form):

(a) THRU: AFZQ-DI

TO: AFZQ-DM

(b) Date(s) required: From _________ To __________

(c) Quantity/type vehicle:

(Figure 7-9 Cont)

(d) Itinerary:

	TIME	DATE	DISTANCE (MILES)
DPT: FTIG TMP			
ARR:			
DPT:			
ARR: FTIG TMP			

(e) Justification of need: Written explanation as to why unit cannot utilize organic vehicles; what action has been taken to secure vehicle support from other sources.

g. FINANCIAL DOCUMENTATION. See paragraph 7-3, and Figures 7-3 and 7-4, FTIG Reg 350-2, to determine if reimbursement for supplies/services is required and procedures. (Attach informational copies to this form.)

h. COORDINATING INSTRUCTIONS.

(1) Completion of this form and attachment of pertinent documents will constitute a "Consolidated Request for Training Facilities and Logistical Support."

(2) All applicable data reflected on this form will be prepared (in duplicate) and submitted as a package to arrive at this headquarters, ATTN: AFZQ-PTS-O, no later than 60 days prior to training date.

(3) Minor logistical changes, additions or deletions may be effected telephonically - AUTOVON: 235-2351; COMMERCIAL: AC 717-273-2601, Ext. 2351/2974.

(4) Cancellation of logistical requests must be coordinated no later than seven (7) working days prior to scheduled training.

(5) Request that individual listed in paragraph 1d above be knowledgeable of unit requirements and telephonically accessable during the normal work week.

____
(SIGNATURE)

____
Name, Rank (typed/printed)
Commander/Executive Officer

(Figure 7-9 cont)

APPENDIX XIII

REVISED RANGE SAFETY INSPECTION POLICY

1. Reference.

a. Message, 03259, HQ FORSCOM, AFPR-PSS, 232030Z Jan 81, Subj: Range Safety Inspection for USAR (NOTAL).

b. AR 5-9, Intraservice Support Installation Area Coordination, Oct 75.

c. TRADOC/FORSCOM Suppl 1 to AR 359-10, The Army Safety Program, Jul 79.

d. AR 385-63, Policies and Procedures for Firing Ammunition for Training, Target Practice and Combat, Feb 78.

e. Letter, First US Army, 15 May 81, Subj: Revised Range Safety Inspection Policy.

2. First Army policy, revised IAW reference, gives responsibility for safety inspections to unit commanders and key unit personnel most familiar with unit needs and local range areas, thereby enhancing decentralization and providing timely response to unit needs.

3. Effective 1 March 1981, National Guard Bureau (NGB) assumed responsibility for ARNG range safety inspections and has authority to waive surface danger area requirements for ranges used by ARNG that are not controlled by Active Component (AC) commanders.

4. Responsibility to accomplish range safety inspections for ranges used by the USAR other than those controlled by an AC commander or approved by NGB is delegated to MUSARC commanders with subdelegation authorized. Final approval authority to conduct firing or to waive surface danger area is retained by First Army.

5. In accordance with references la and lb, First US Army Safety Personnel required, when requested, to provide safety inspections for the USAR. This does not preclude qualified USAR personnel from performing these inspections if that best meets the needs of the unit. First Army headquarters will conduct limited safety inspections, primarily as spot checks.

6. The following procedures will be adhered to when requesting the use of ranges other than those controlled by an AC commander or approved by NGB:

a. A copy of the range safety inspection report will be provided to HQ, First US Army, ATTN: AFKA-TR-UT-U, thru this headquarters, ATTN: AFKA-ACE-T-U, containing information specified in Enclosure 1, this Appendix.

b. Upon review of this report, final approval will be furnished to the requesting unit.

7. Ranges which have been previously approved by First US Army may continue to be used providing the physical features and surrounding area have not changed in any way as to endanger military or civilian personnel or property.

(EXAMPLE)

RESERVE COMPONENT TRAINING AREA

PENNSYLVANIA

I. TRAINING SITE: Hawk Run Range

1. Location: Six miles north of Gunshoe, PA, on PA Route 276

2. Property Control: Private

3. Coordinating Hq/Unit: Cdr, Company E, 2d Bn, 333 Infantry, 70 N. Maple St, Northway, PA 15888, (814) 777-1111.

II. DESCRIPTION: 246 acres of dense wooded area with rolling hills and some open area. There is a limited network of dirt roads. Range is located in SE corner of area. Direction of fire and required surface danger areas (AR 385-63) are depicted on attached map. (Reproduced portion of topographical maps are acceptable.) Ranges are designed for rifle and pistol fire, surrounded on three sides by a U-shaped berm, approximately 20 feet high. Berms are sand/clay mix, covered with grass. There is a six foot ricochet barrier on top of the front berm of rifle range. Surface danger area is dense undergrowth with no roads.

III. CAPABILITIES: Area designed for rifle and pistol ranges. Adequate for one combat company or combat service company to conduct non-live fire training when range is not in use.

IV. FACILITIES:

1. Billets/Mess: Two shelters available behind range area.

2\.

RANGES	NUMBER	FIRING POINTS
Rifle - 1000"	1	15
Pistol - .25 & 50 yd	1	10

V. RESTRICTIONS: Request to use area must be made by letter to coordinating unit at least 90 days prior to requested date. No cutting of timber or change to range area is permitted. Vehicle traffic is permitted on roads only. Unit must furnish own targets, range flag and gate guards. Thorough police of expended brass/litter throughout area must be performed. Area is restricted during deer hunting season.

Incl 1

VI. INSPECTION: (Date submitted or completed.)

VII. UNIT COMMANDER EVALUATION: I have physically surveyed the entire range area. The range is not adequate for 5.56mm firing due to lack of surface danger area, however, the ranges are capable of .45 and .22 cal fire.

ANNEX R

SUPERVISED ON-THE-JOB TRAINING (SOJT)

1. PURPOSE: To provide information and guidance for planning, conducting and supervising SOJT in units of this command.

2. REFERENCES: a. AR 611-201.

b. FORSCOM Reg 350-2.

c. TRADOC PAM 350-10.

d. 1A Reg 135-2.

e. FM 21-6.

3. GENERAL: Resident Army Service Schools, Reserve Forces Schools and correspondence courses are the primary method of qualifying personnel for the award of an MOS. SOJT will only be authorized as a method of training when circumstances preclude MOS qualification through one of the above methods. SOJT will be conducted only upon approval of the program by the requesting units next higher headquarters..

4. RESPONSIBILITIES: a. Unit commanders will prepare requests for SOJT IAW 1st Army Regulation 135-2 and include: (See Appendix I for example)

(1) Justification for SOJT request which will include reasons individual cannot become MOS qualified through one of the primary methods of qualification mentioned above.

(2) Full name and grade of soldier for whom SOJT program was developed.

(3) MOSC and title identifying the program.

(4) Expected date of enrollment and completion.

(5) Name and rank of first-line supervisor and name and rank of trainer (if not the same).

(6) Highlight the specific tasks in the Job Book or Task List. Task Lists must contain the same column headings as the Job Book. A sample task List is located in Appendix A, 1A Reg 135-2.

b. Battalion/group/brigade commanders will:

(1) Ensure SOJT program requests meet all the requirements of Appendix A, 1A Reg 135-2.

(2) Provide detailed guidance for MOS qualification of individual when disapproving requests for SOJT.

(3) Maintain a SOJT Program file.

(4) Monitor SOJT programs at least once a quarter through normal staff visitations.

(5) Take proper actions to have MOS awarded after successful completion of SOJT.

c. DCST, 99TH ARCOM will:

(1) Act on requests for SOJT submitted by MSCs and DRUs as in 4b above.

(2) Monitor SOJT program management at battalion/group/brigade level through normal staff visitation program.

APPENDIX I

(SAMPLE)

SUPERVISED ON-THE-JOB TRAINING PROGRAM

1. DEVELOPED FOR: PV2 John E Baker

2. MOS & TITLE: 71L10, Administrative Specialist

3. PROGRAM TO BE CONDUCTED FROM: 10 Jan 84 to 11 Jul 84.

4. SKILLS REQUIRED: Must know fundamentals of The Army Functional File System (TAFFS) and style and format of Army correspondence. Must know fundamentals of records and clerical procedures pertinent to Army administrative and financial operations. Must know fundamentals of usage of Army regulations, procedural material, catalogs and manuals. Must be able to type at a minimum speed of 30 words per minute. Must be able to use reference material, such as Army regulations, supply catalogs, SOPs and operating manuals. Must be able to perform simple arithmetic operations.

5. SUPERVISOR: 1SG Joseph A. Smith

6. PERFORMANCE OBJECTIVE	TASK NO.	DATE COMPLETED	CERTIFIED BY
a. English Composition and Grammar.			
(1) Inspect correspondence for proper punctuation.			
(2) Inspect correspondence for proper grammar.			
(3) Determine proper spelling in correspondence.			
(4) Determine proper capitalization in correspondence.			
(5) Insure that only authorized abbreviations are used.			
(6) Insure that authorized numerals are used.			
(7) Comprehensive test.			

PERFORMANCE OBJECTIVE	TASK NO.	DATE COMPLETED	CERTIFIED BY
b. Military and Nonmilitary Correspondence			
(1) Understand general correspondence policies.			
(2) Prepare military letters in proper format.			
(3) Prepare indorsements.			
(4) Prepare disposition forms.			
(5) Prepare comments to disposition forms.			
(6) Prepare nonmilitary letters.			
(7) Assemble correspondence and inclosures.			
(8) Prepare memorandums.			
(9) Comprehensive test.			
c. The Army Functional File System (TAFFS)			
(1) Prepare lists of selected file numbers.			
(2) Determine file authority and assign file numbers.			
(3) Maintain files under TAFFS.			
(4) Dispose of files.			
(5) Understand labeling procedures.			
(6) Comprehensive test.			

PERFORMANCE OBJECTIVE	TASK NO.	DATE COMPLETED	CERTIFIED BY
d. Publications and Forms Management			
(1) Receipt for, store and control classified documents.			
(2) Request publications and blank forms.			
(3) Label storage areas for publications and blank forms and maintain publication files.			
(4) Post regulations and changes to regulations.			
(5) Comprehensive test.			
e. Mail and Distribution Safeguarding Defense Information			
(1) Receipt for, store, and control classified documents			
(2) Dispatch or destroy classified documents.			
(3) Receive and distribute official mail.			
(4) Prepare official mail for dispatch.			
(5) Comprehensive test.			
f. Preparation of Request for Orders, Joint Message Form, Correct Distribution of Orders and Utilization of the Reports Control System.			
(1) Prepare request for orders.			
(2) Determine proper format for orders.			
(3) Prepare routine orders.			

PERFORMANCE OBJECTIVE	TASK NO.	DATE COMPLETED	CERTIFIED BY
(4) Insure correct distribution of orders and maintain orders file.			
(5) Use proper forms for routine correspondence.			
(6) Prepare Joint Message Form.			
(7) Comprehensive test.			
g. General Office Services.			
(1) Deliver personal and unofficial mail.			
(2) Maintain personnel register and prepare leaves/passes.			
(3) Request supplies and practice supply economy.			
(4) Operate and maintain standard typewriters.			
(5) Comprehensive test.			

7. LIST OF REFERENCES FOR THIS SOJT PLAN:

a. Army Regulations:

65-75
105-31
210-10
310-1
310-10
310-25
335-15
340-5
340-15
340-18-1
380-5
735-11

b. DA Pamphlets:

1-10
12 Series
310-10
310-13
310-15

c. Technical Manual: 10-7400-201-10

d. DOD Regulation: 5200-1-P

8. TRAINING CORRESPONDENCE COURSE. The following subcourses are recommended from the US Army Training Support Center, ATTN: ATTSC-AC, Fort Eustis, VA 23604.

SUBCOURSE NUMBER	TITLE
21	DA Publications Management
22	Command Publication and Routine Orders
53	Unit Mail Service
55	Safeguarding Defense Information
121	Putting Your Thoughts on Paper
122	Spelling, Abbreviations and Capitalization
123	Punctuation
124	Reviewing Your Writing
354	Correspondence Management
355	Mail Operations and Management
356	Files Management

ANNEX S

COMPETITIVE MARKSMANSHIP

1. Reference.

a. Army Regulations.

(1) AR 140-125, Army Reserve Marksmanship Training and Competitive Program.

(2) AR 350-6, Army-Wide Small Arms Competitive Marksmanship.

(3) AR 385-63, Regulations for Firing Ammunition for Training, Target Practice, and Combat.

(4) AR 920-30, Rules and Regulations for National Matches.

(5) AR 190-11, Weapons Security.

b. FORSCOM Publications.

(1) FORSCOM/TRADOC Suppl 1 to AR 350-6.

(2) FORSCOM Reg 350-2.

c. First US Army Publications.

(1) 1A Reg 190-11, Security of Marksmanship Weapons.

(2) 1A Suppl 1 to AR 140-125, Marksmanship Training and Competitive Program.

d. National Rifle Association Publications.

(1) NRA Pistol Rule Book.

(2) NRA High Power Rifle Rule Book.

(3) NRA Smallbore Rifle Rule Book.

2. Purpose. To delineate the objectives, responsibilities, policies, and procedures for conduct of a competitive marksmanship program in the 99th ARCOM.

3. Applicability. This Annex applies to all individuals assigned or attached to the 99th ARCOM.

4. Responsibility. The Marksmanship Coordinator, DCST, HQ 99th ARCOM, is responsible for the ARCOM-wide marksmanship program. Commanders at all levels are responsible for marksmanship programs of their units.

5. Support and Participation.

a. Commanders will provide command support. Personnel showing interest in competitive shooting will be encouraged and afforded every opportunity to participate at unit level. Those with special talent should be made available for further training and competition as members of teams at company, battalion, group, ARCOM, First Army, and all USAR levels.

b. Commanders at company, battery, and troop level will emphasize this program to potential new shooters within their units and promote their participation in the Competitive Marksmanship Program. Commanders can recognize soldiers in their units possessing outstanding marksmanship ability from unit range qualification exercises and DA Form 20s (Individual Qualification Record), and encourage these individuals to participate.

c. All competitive shooting activities at FORSCOM and lower levels, to include unit competitions, will be limited to officers in grade 04 and lower. No limitation applies to enlisted personnel. Department of the Army also prohibits the participation in competitive events of Full Time Unit Support personnel (i.e., FTM/MT, and AGR).

d. Awards and prizes for unit level competition will be established locally and appropriate ceremonies or recognition of winners will be conducted. Every effort should be made to give public recognition to participants as well as winners.

6. Weapons.

a. Rifle competitions will be fired with US Rifle M16A1 or .22 caliber target rifles, as appropriate for match conditions.

b. Pistol competitions will be fired with US Pistol Cal .45 M1911 or M1911A2, and .22 cal target pistol (NRA Rule 3.5) as appropriate for match conditions.

c. Weapons used in conducting the Competitive Marksmanship Program above ARCOM level are prescribed in AR 920-30, as amended.

d. Weapons used in the ARCOM Commander's Matches will be rack weapons. Accurized or National Match weapons will not be used in this match.

e. Weapons used in National Rifle Association (NRA) Competitions will be authorized by current NRA rule books. Copies of NRA Rule Books (High Power Rifle, Pistol, and Smallbore Rifle) may be obtained from the National Rifle Association, 1600 Rhode Island Avenue, N.W., Washington, DC 20036.

7. Ammunition Allowances.

a. Ammunition to support the various phases of the Reserve Competitive Marksmanship Program is controlled by HQ 99th ARCOM. Request for competitive ammunition will be addressed to Marksmanship Coordinator, DCST, 99th ARCOM, Oakdale, PA with a letter justifying the intended use of ammunition.

b. All ammunition used at ARCOM level and below will be of standard issue type. Match grade ammunition is authorized for individuals selected by this headquarters as members of the 99th ARCOM rifle and pistol squads,for practice and competition above the ARCOM level.

c. Ammunition forecasting, requesting, pick-up/delivery procedures are outlined in Annex Q, 99th ARCOM Reg 350-2.

8. Classifications.

a. Competitors are classified in one of the following categories for ARCOM Commander's Matches and higher levels of competition.

(1) Open Class (Old Shooters). Competitor who has previously fired in matches at MUSARC level and higher with the same weapon.

(2) Novice Class (New Shooters). Competitor who has not previously fired in matches at MUSARC level with the same weapon.

(3) Squad. The entire group of competitors representing a unit or command with a particular weapon or weapons.

(4) Team. The group formed from a squad to enter a particular team match where team strength is specified in match conditions.

9. Marksmanship Practice.

a. General. The basis of all advanced marksmanship is effective, thorough, and complete training. Further development of individual shooters is based upon frequent practice conducted under proper conditions and adequately supervised.

b. Ranges. All ranges utilized for firing must have been inspected and approved by First Army.

c. Off Duty Practice. Where adequate facilities exist, commanders are urged to permit and encourage individual off duty practice.

(1) Weapons. Because of increased weapons security requirements, M16A1 rifles will not be used for off duty practice. All Government owned weapons utilized in marksmanship activities must be stored in security containers when not in use, i.e., unit arms room. Every effort should be made to make marksmanship weapons available for individuals concerned and still comply with AR 190-11, Weapons Security.

(2) Ammunition. Ammunition for off duty practice can be obtained for authorized participants through standard requisitioning procedures. See Annex P.

10. Indoor Weapons Program.

a. General. A continuous program of indoor competition is available, designed to stimulate interest in marksmanship and develop new shooters. This program is sponsored by DCSOT-99th ARCOM, First US Army, and Office of Chief Army Reserve. All matches are fired indoors with .22 caliber weapons, as "postal matches", where shooting is done on locally available ranges and targets mailed to sponsoring headquarters for scoring.

b. Procedures.

(1) Match announcement and conditions are announced by sponsoring headquarters.

(2) Individual and team entries are made by interested competitors. A roster by name, rank, SSN, category, and unit/mailing address is forwarded to sponsor requesting specific targets, i.e., team - pistol or rifle, individual only, etc. There is no charge for entry of match.

(3) Targets are mailed to requesting individuals or teams. Targets are serial numbered and have authentication sheets that a designated witness completed after observing firing.

(4) Targets are fired on locally available ranges (First Army approved ranges only). Witness authenticates match conditions were followed and has competitor sign targets and authentication sheet.

(5) Targets are mailed to sponsoring headquarters, where they are scored, a program is typed, and an appropriate award distribution is made. Every competitor receives a copy of the match results or program.

11. Outdoor Weapons Program.

a. General. Outdoor weapons program is conducted on outdoor ranges, as a shoulder to shoulder match. Both pistol and high power rifle are fired over NRA prescribed standard courses of fire. AR 920-30 describes these courses of fire and rules for conduct of such matches.

b. Firing is accomplished at different levels within the Army command structure as described below:

(1) Level I. Unit Level Competition. Unit level shooting teams are a splendid media for the improvement of esprit de corps, recruiting and retention, and in maintaining a high level of interest in the Army Reserve Program. Competition at this level is strongly encouraged. Unit commanders, utilizing the most recent qualification scores and overall military qualities of the individual, should select the most outstanding soldier/marksman to represent the unit at the next level or phase of competition.

(2) Level II. ARCOM Commander's Matches. Fired annually,funds permitting, this competition sponsored by DCST-99th ARCOM, is shoulder to shoulder competition, both individual and unit team competition in service rifle (M16) and service pistol (.45 cal).

(a) Quarters and meals are provided.

(b) Individuals utilize unit rack weapons.

(c) Each unit level team must be comprised of 50% new shooters as defined under paragraph 8 of this Annex.

(d) The Marksmanship Coordinator, 99th ARCOM, is responsible for conduct and prescribed conditions of this match. Protests will be resolved by him.

(e) Appropriate trophy awards for team and individual events will be presented at a ceremony following the tournament.

(3) Level III. Army Reserve Championship Matches. Based on the results of the 99th ARCOM Commander's Rifle and Pistol Matches, the 99th ARCOM will select personnel to represent the 99th ARCOM in the First US Army Reserve Championship Rifle and Pistol Championship Matches. Participants are entitled to pay and allowances, travel and per diem.

(a) Participation from the 99th ARCOM will not exceed one rifle team and one pistol team.

(b) Individuals who qualify as members of the 99th ARCOM team may be excused from the 14 days mandatory annual training (AT) with their units. TRaining time and competition time at the Army Reserve MAtches in an Active Duty for Training (ADT) status is in lieu of AT. (AR 140-1, and para 7f, AR 1450-125.)

12. US Army Championship and National Matches.

a. Selection of team(s) to compete at US Army Championships, National Matches, or other higher level military competitions will be accomplished by DCSRF Marksmanship Coordinator, and the First US Army Marksmanship Coordinator.

b. Entry and participation in matches described above are on an announced basis. Participants are entitled to pay and allowance, travel, and per diem.

13. Other Matches.

a. Participation in local, state, and regional National Rifle Association (NRA) matches is authorized subject to the availability of funds and the following restrictions.

b. Funds and manday spaces available to this headquarters will be used to support participation by Reserve personnel in civilian sponsored rifle and pistol matches to the extent possible without curtailing the other functions of the program.

c. Teams and/or individuals selected by First Army for higher level competition may fire in other matches for practice as directed.

14. Marksmanship Clinics.

a. Personnel from the 99th ARCOM Marksmanship Team will conduct marksmanship clinics for USAR personnel from the 99th ARCOM area upon request. The purpose of these clinics is to improve the ARCOM Marksmanship Program by training key personnel in marksmanship principles and practical experience on the range to incorporate the shooting fundamentals.

b. The following clinics are available:

(1) Preliminary rifle and/or pistol instruction.

(2) Range operation and control (usually incorporated with (1) above).

(3) Competitive rifle instruction, smallbore and high power rifle.

(4) Competitive pistol instruction.

c. Approved First Army ranges are required for competitive rifle and pistol firing during clinics.

d. The Marksmanship Coordinator, 99th ARCOM, is responsible for scheduling above marksmanship clinics. Sixty days advance notice is required when making clinic requests.

15. Administration. General. A successful progressive Marksmanship Program is dependent upon timely and complete planning; supervised execution; and accurate, prompt, administrative procedures, to include but not limited to:

a. Basic Marksmanship Activities at unit level.

(1) Annual qualification and familiarization with MTOE weapons.

(2) Conduct of unit and intraunit competition with available resources of arms, ranges, and ammunition.

b. Advanced Marksmanship Activities (99th ARCOM Team).

(1) All personnel participating in the marksmanship program will be covered by competent orders and/or authorization for travel, and transport of weapons and ammunition.

(a) All DA Form 1058s, Request for Orders, published by this headquarters, will be submitted by the Reservist's unit commander, through the Marksmanship Coordinator, this headquarters, ATTN: AFKA-ACE-T-U, in accordance with 99th ARCOM guidance.

(b) All DA Form 1058s, Request for Orders, published by First US Army or RCPAC will be addressed through this headquarters to the higher headquarters.

(c) Travel Orders (DD Form 1610s). This order request will be submitted by the unit commander to this headquarters when required for reimbursement of travel expenses. These travel orders must be approved by this headquarters prior to the travel being performed.

16. Logistics. General. Logistic support for the ARCOM Marksmanship Program will be provided as follows:

a. Basic qualification and competitive activities below ARCOM level will be supported through normal unit supply channels.

b. Ammunition for practice and competitive matches will be controlled and approved for issue by DCST, this headquarters. See Annex Q, this regulation.

c. Allowances for weapons and shooting equipment are indicated in the unit TA's and TOE 50-901, Individual Soldier Clothing Authorization.

d. Any logistical support not specified must be discussed with the ARCOM Marksmanship Coordinator, this headquarters.

ANNEX T

DOMESTIC ACTION PROGRAM

1. References: Policies and procedures established within are derived from regulations set forth below and Commander, 99th US Army Reserve Command.

a. AR 28-19, w/changes, Welfare, Recreation, and Morale - DA Domestic Action Program 13 Mar 73 w/change 1, 31 Jan 77.

b. FORSCOM Suppl 1 to AR 28-19, 25 Nov 75 w/change 1, 15 Dec 76.

c. 1A Suppl 1 to AR 28-19, 27 Aug 85.

d. AR 140-4, Army Reserve Domestic Action Program, 15 Oct 73.

e. AR 360-61, Community Relations, 15 Oct 80.

f. AR 200-1, Environmental Protection and Enhancement, 20 Jan 78.

g. 99th ARCOM Community Relations/Domestic Action Program SOP (Draft).

2. Purpose. This annex establishes policy, outlines procedures, and provides general guidance governing Domestic Action Programs and Community Relations Projects within this command.

3. Explanation of Terms.

a. Community Relations Programs include, but are not limited to, such activities as cooperation with associations, organizations, government officials and community leaders, installation open houses and tours, participation in activities of local schools, churches, fraternal, social and civic organizations, sports and recreation programs, public events, and people-to-people and humanitarian acts. Regulations pertaining to these activities are contained in AR 360-61. (See Appendix I)

b. Domestic Action Program. Selected types of Community Relations activities governed by AR 28-19. Domestic Action Projects generally consist of activities which assist local, State and Federal agencies in the improvement and development of society. Included in this program are projects wherein work is performed by the unit. Common activities include construction operations involving land clearing or grading, fill operations and vertical construction. Generally, Domestic Actions are performed by engineer units or other units having some engineer capabilities. (NOTE: These activities were formerly referred to as "Community Service Projects." Due to confusion with the Army Community Service program which is a separate, unrelated program governed by AR 608-1, these construction type projects will henceforth be referred to as "Domestic Actions" exclusively). (See Appendix II)

c. Selective Benefit. Any support provided to any person, group or corporation, whether profit or non-profit; religion, sect, religious or sectarian group, or quasi-religious or idealogical movement; fraternal organization; political organization; or commercial venture that the USAR could or would not provide to other similar entities on request or which violates any other provision of the regulations governing this area or this SOP.

d. Public Land. Property that is owned by a government, including federal, state or local. Such land is devoted to the general or national welfare and is accessible to, and shared by all members of the community. Ownership by a non-profit corporation does not equate to public ownership.

e. Congressional. Any Community Relations or Domestic Actions request that includes an inquiry or interest by a member of the U.S. Congress. "Congressionals" require special attention and a response within five (5) days of receipt of request.

4. Policy.

a. Training. Training is the central and primary task of our units. Inherent time constraints on USAR unit commanders to train their personnel to effectively perform the unit's wartime mission requires that unit training be given a higher priority than participation in a Community Relations or Domestic Action project or event. Accordingly, it is expected that unit participation in these areas will be limited.

b. General Considerations. Unit participation in civilian requests for support is subject to operational and training requirements and budget limitations. Any USAR participation in the public domain will be in the best interest of the Department of the Army. Requests for support will be reviewed objectively and utilizing common sense. Activities which may subject the Army to embarrassment, liability, controversy or adverse public opinion will be avoided without exception.

c. Centralized Control. Specific procedures governing the processing, approval and performance of support requested by the civilian community are set forth in Para 3a (Community Relations) and Para 3b (Domestic Action Projects) of the Annex. Approving authority for all request is Commander, 99th US ARCOM, except as to those requests requiring approval of higher headquarters.

COMMUNITY RELATIONS

1. Principles a. USAR support to and participation in public events is based upon the fact that the U.S. Army Reserve belongs to the American people. This fact of common ownership requires that our resources be used to support events and activities of common interest and benefit. Limitations of time and resources preclude favorable responses to all valid requests for support. Units will therefore not do for one sponsor that which it cannot consider doing for all.

b. Request for unit support in public events will be considered individually. As Community Relations events do not generally complement unit wartime mission training, all requests will be critically reviewed to determine the potential negative impact on limited time available for training.

c. Unit personnel are encouraged to participate as private persons in local community activities. Such involvement is considered the most effective unofficial means of improving community relations. Voluntary support to a community activity during off duty time may be in uniform if the participation is proper and otherwise meets the standards of conduct in AR 600-50.

2. Procedure a. Unit personnel/equipment will participate in Community Relations activities only when authorized and approved by the Commander, 99th ARCOM. Approval criteria for commonly requested activities are set forth in paragraph 3, this Appendix.

b. Unit commanders receiving requests for support from the civilian community will perform initial evaluation to ascertain requested support is within parameters of allowable actions as set forth in this Appendix. Requests that are obviously outside guidelines of permissible Community Relations events may be declined by unit commander without processing through Headquarters, 99th ARCOM.

(1) Requests determined to meet, or apparently meet, standards for USAR participation will be forwarded to Headquarters, 99th ARCOM, ATTN: AFKA-ACE-T-U, Oakdale, PA 15051-5001 for approval. (See Appendix IV, this Annex for format of letter requesting approval).

c. Requests for support from civilian organizations submitted directly to Headquarters, 99th ARCOM will be reviewed for acceptability under current Army Regulations and this Appendix. Viable requests will be forwarded to unit(s) proximate to the event. (See Appendix V, this Annex for format of transmittal letter from HQ 99th ARCOM).

(1) Units receiving requests through Headquarters, 99th ARCOM will immediately undertake action to assess capability to provide the requested support. Contact will be made with requesting organization to confirm or decline unit participation in the event. Report of contact will be made to 99th ARCOM by endorsement to letter of transmittal.

(2) Accepting event participation will be confirmed in writing by unit with copy furnished to Headquarters, 99th ARCOM. Letters of acceptance will describe and define the specific support, either personnel or equipment, that unit will provide for the event. (See Appendix VI for sample letters of acceptance).

d. Response Time. Requests for support submitted to this Headquarters will receive determination of acceptability for participation within fifteen (15) days of receipt. Proposed actions submitted by this Headquarters to units for action IAW paragraph 2c(1) above will be completed and response forwarded according to suspense date assigned.

e. 99th ARCOM Approval/Review Processing. Each request for support received by Headquarters, 99th ARCOM, either from a unit or civilian organization, will be initially directed to DCST for processing, control, and insuring that suspenses established by this are met. In addition, DCST will review the proposed support for preliminary acceptability under current regulations. Further action will be taken IAW the following:

(1) Requests that are not acceptable for USAR participation will be declined in writing by DCST.

(2) Requests determined to meet guidelines will be directed to CG through C/S with DF attached indicating recommended disposition or, requesting guidance.

(3) CG's decision will be implemented by either letter of disapproval or assignment to unit for action, as may be appropriate.

(4) Units receiving assignments for action will proceed IAW para 2c (1) and (2) above.

(5) DCST will secure follow-up status reports and After Action Reports per Appendix III, this Annex.

3. Policies. The following guidelines are provided for the most commonly requested community relation support.

a. Parades/Civic Ceremonies - Unit participation may be authorized provided that the event is oriented toward civic or patriotic aspects. Events which are geared primarily towards commercial interests are not appropriate for unit participation. In any event, unit training (as always) has a greater priority than parade or ceremonial event involvement. Unit are limited to a maximum of one (1) UTA per training year to participate in acceptable parades or ceremonies.

b. Loan of Equipment - As a general rule, the loan of unit equipment is to be avoided. A key consideration in evaluating requests for equipment is the availability of similar material from commercial sources. Additional considerations include potential interference with the unit's mission or training; potential danger to private property or persons which could result in a claim against the government; the ability of the unit to retain property accountability, the degree of supervision required and the ability to immediately repossess the equipment.

c. Health and Medical Support - Units may be authorized to provide certain medical support in situations where participation does not interfere with the unit's mission/training. The realities of present-day liability claims dictates the need for caution and careful consideration before approving request which potentially involve medical services to civilian personnel. All requests for medical support will require the specific approval of the 99th ARCOM Surgeon and Staff Judge Advocate.

Domestic Action Program

1. Principles a. Principles set forth in Appendix I, para 1a-c, this Annex, are incorporated herein by reference.

b. Proposed Domestic Action Programs will not be accepted for unit participation where meaningful individual or collective training which supports and enhances the units ability to perform its wartime mission is not provided.

c. A corollary of involvement in Domestic Action Programs is the enhancement of the image of the USAR generally and the 99th ARCOM and the participating unit specifically. It is therefore imperative that units be assigned projects that are non-controversial, within unit capabilities and limited in scope to facilitate prompt completion.

2. Procedure a. Units will only participate in Domestic Action Projects which have been approved by the Commanding General, 99th ARCOM. Criteria for acceptable projects are set forth in paragraph 3 below.

b. Unit Commanders receiving requests for Domestic Action type projects from civilian organizations will immediately refer the organization to Headquarters, 99th US ARCOM. Units should advise the organization to submit its request, in writing, to Commander, 99th ARCOM, ATTN: AFKA-ACE-T-U, Oakdale, PA 15071-5001.

c. Units receiving initial inquiries from organizations, or subsequent requests for evaluations from Headquarters, 99th ARCOM are specifically directed to make no commitments, either expressed or implied, that the proposed Domestic Action Program will receive favorable treatment and/or acceptance for unit participation.

d. Requests for support received by Headquarters, 99th ARCOM will be directed to DCST for initial screening to determine proposed project's potential acceptability under restrictions established by Army Regulations and this Annex. This "initial determination" will result in one of the following actions being initiated. (Approval procedure is set forth a para 4c, this Appendix).

(1) If determined to be an unacceptable or inappropriate action, DCST will prepare and transmit a written rejection to the requesting organization providing a brief explanation of the reason for unfavorable consideration.

(2) If determined by DCST to be a potentially avoidable project, a letter will be sent to the requesting organization in format as the example set forth at Appendix VII.

(3) If initial determination indicates proposed Domestic Action Project has potential for approval and performance by a unit of the Command, DCST will forward the request to the appropriate MSC for evaluation of the feasibility and desirability of unit participation. MSC will perform evaluation and prepare response within suspense date assigned (see following paragraph). Concurrent with assigning request for evaluation, DCST will provide a written response to requesting organization. Proposed formats for letter to MSC is set forth at Appendix VIII. Assignment of a project for evaluation reflects no inference, nor should such assignment be construed to indicated, the project should receive favorable action.

e. Units receiving assignment to evaluate proposed Domestic Action Program will contact requesting organization promptly to arrange meeting with appropriate representative(s) at project site. Unit will evaluate proposed project giving careful consideration to criteria set forth in para 3, this Appendix.

(1) If unfavorable action is recommended, DCST will prepare a written notice of rejection to the civilian organization with copy to evaluating unit.

(2) If favorable action is recommended, unit may provide civilian organization with pre-approval documentation forms and requirements to include:

(a) Agreement for signature.

(b) Listing of documents to be secured by organization which will include:

(1) Releases from all interested labor organizations or private enterprises.

(2) Plans, drawings, maps, diagrams etc.

(3) Verification that proposed project does not violate zoning ordinances or local laws.

(4) Releases from liability and/or insurance coverage if determined to be necessary.

(5) All materials and fuel required at organization expenses.

(c) Scoping letters to organization which provides notice of:

(1) Requirement for approval by CG, 99th ARCOM.

(2) Extent of work unit will perform.

(3) Potential delaying factors such as weather, equipment unavailability; priority of previously approved projects and priority of training requirements, limited time available to perform project.

3. Criteria (Standards for acceptable Domestic Action Programs). The following establishes basic minimum requirements for acceptable Domestic Action Programs and will be considered by this headquarters and evaluating unit at all phases of pre-approval processing.

(1) Property Ownership Project site must be land that is public-owned. Best example of this would be property owned by the Federal, state or local government. Ownership vested in the Park or Recreation Board of a municipality is considered the equivalent of public ownership. Also acceptable as public land is that owned by a school district. Ownership by any other organization is, at least initially, to be considered unacceptable. This limitation applies to non-profit organizations or corporations. In those instances or uncertainty regarding the acceptability of the property owner, approval will be secured from FUSA.

(2) Training Benefit The primary consideration in reviewing proposed projects for acceptability is the training value the performing unit will receive. This factor outweighs all others including the benefit to the community that would result from performance of this request. It is therefore required that the project serve as a vehicle for units to train those tasks that are identified on the METL (FORSCOM Form 1-1-R).

(3) Limit of Three (3) MUTA-4s to Complete Proposed projects must be limited in size to extent that unit is capable of completing the work in three (3) MUTA-4s or three (3) full week-ends. Projects exceeding this restriction must be approved by FUSA. This requirement will assist unit in avoiding projects that are beyond their technical capabilities and/or are of such size that completion may require several years.

(4) Competition with Civilian Enterprise and Workforce Projects cannot be accepted for performance which conflicts with the interests of private enterprise, labor unions, contractor's or construction unions or trade councils. It is mandatory that the requesting organization secure statements of non-objection from all known elements in the civilian sector (see para 2e (2) (b) (i)). A complaint raised subsequent to the approval of a project would be grounds for revocation of acceptance and termination of involvement by the unit.

(5) Environmental Effect Proposed projects which present the potential for adversely affecting the environment or give indication of being environmentally controversial will not be acceptable for unit participation. As part of the evaluation process, the unit shall give consideration to the potential impact upon the environment of the proposed project.

(6) Equipment Security Distance of proposed project sites from USARC's and efficient utilization of limited training time may require that unit equipment be stored at the work site. It is critical that the requesting organization be able to provide adequate security to avoid damage by vandalism or other preventable causes.

(7) Travel Time The effective use of limited training time available to USAR units dictates that travel time to and from the proposed work site be minimized. A recommended limit of one-half hour driving time to the site is suggested (total 1 hour round-trip). Excessive distance and attendant travel time between USARC and project site is a basis for project rejection.

4. Submission of Request for Approval a. Unit desiring project participation shall forward a request for approval thru its chain of command to this headquarters, ATTN: AFKA-ACE-T-U.

b. Request for approval should be submitted with minimum enclosures consisting of:

(1) Executed Agreement (See Appendix 1X).

(2) Copy of scoping letter prepared by unit.

(3) Releases/waivers of objection from interested private enterprises, labor organizations etc.

(4) Environmental Checklist (completed) (See Appendix X).

(5) Completed Project Checklist summarizing all critical aspects of proposed project (See Appendix XI).

c. 99th ARCOM will refer all requests for project approval to DCST for action. DCST will analyze request and accompanying documentation against current regulations and based upon that review indicate the following actions:

(1) Prepare a recommended decision on DF for distribution/review/and comment by appropriate staff sections. Staff sections will provide concurrence or comments and return to DCST within assigned suspense date.

(2) Forward recommended action through Chief of Staff, 99th ARCOM to Commanding General for final decision.

(3) Notify unit of final decision of approval or rejection. If proposed project is refused, a letter will be transmitted to the requesting organization explaining the action.

(4) Follow-up on status of approved projects and ensure AAR are timely submitted IAW Appendix III, this Annex.

Reports and Follow-Up Actions

1. The provisions of this Appendix apply to community relations events and Domestic Action Programs.

2. Within forty-five (45) days of completion of participation in a Community Relations activity or Domestic Action Program, the unit will prepare and forward an After Action Report through channels to Headquarters, 99th ARCOM which identifies:

a. Project name/civilian organization.

b. Dates of participation.

c. Nature of support provided.

d. Man-hours and equipment-hours committed to support the activity.

e. Summary of media coverage.

f. Letters of appreciation.

g. Positive/Negative aspects of participation.

3. Status Reports. a. Once each quarter, i.e. 30 March, 30 June, 30 September and 30 December, each unit participating in an approved Domestic Action Program or Community Relations activity will forward a status report through its chain of command to Headquarters, 99th ARCOM.

b. A status report will also be prepared and forwarded as above for those projects undergoing evaluation by units.

c. Reports will be triggered by letter from 99th ARCOM, AFKA-ACE-T-U.

UNIT LETTERHEAD

SUBJECT: Format for Requesting Authorization to Participate in Community Relations Event*

THRU: Appropriate Channels

TO: Commander
99th US Army Reserve Command
ATTN: AFKA-ACE-T-U
Oakdale, PA 15071-5001

1. This unit has been requested to provide support in a Community Relations event, the specifics of which follow:

a. Requesting Organization ____________________

b. Date, time, location of event ____________________

c. Nature of unit support ____________________

d. Personnel and/or equipment ____________________

e. Participation will benefit unit training and enhance USAR in the following manner ____________________

f. Size of anticipated audience ____________________

g. Admission charge and disposition of projects ____________________

h. Copy of original request is attached as enclosure

2. Participation in the event is desirable/not desirable in that
____
____

3. Request approval/disapproval.

FOR THE COMMANDER:

* This format is suggested for use with Community Relations type support as discussed in Appendix I of this Annex. Requests relating to Domestic Action Programs are found at Appendix II.

Suspense:

AFKA-ACE-T-U

Date

SUBJECT: Request to Support Community Relations Event ______________________

THRU: Commander

TO: Commander

1. Reference attached letter from ____________, dtd ___________ requesting US Army Reserve support for a Community Relations type activity.

2. This headquarters has found the requested support to be acceptable under current regulations.

3. Unit is directed to review request for capability to support and to make contact with representative of organization at earliest possible time, to effect coordination for support, and to decline or accept for unit participation.

4. Report of action taken will be forwarded NLT ____________ by endorsement to this letter.

5. After Action Report shall be submitted within 45 days of completion of event IAW Annex T, 99th ARCOM Reg 350-2.

FOR THE COMMANDER:

Encl

____
____
____

LETTER OF ACCEPTANCE

Point of Contact
Requesting Organization
Pittsburgh, PA

Dear Point:

This will confirm our recent meeting regarding USAR support for the Armed Forces Day Parade to be held on ______________, at 9:00 o'clock a.m. at Duquesne, Pennsylvania.

Our unit will provide on platoon to march in the parade and three utility vehicles with drivers. We understand that the parade will form at 8th Street at 8:40 a.m. and the event should be completed by 10:30 o'clock a.m.

Please contact this unit immediately if the above arrangement are incorrect.

Sincerely,

____
____
____

CF:
HQ, 99th ARCOM

AFKA-ACE-T-U 15 September 1986

Dear Mr. ________:

Please excuse the delay in responding to your letter requesting US Army Reserve assistance in the development of a 5 acre tract of land. The following is intended to provide some basic information regarding USAR involvement in engineer/construction type project.

Proposed projects must be compatible with the training needs of our units and comply with certain regulatory restrictions. The following are basic requirements:

a. The project sites must be public owned land and the project must benefit all of the local community. Therefore, the property to be improved must be open and available for use by the general populace of the area.

b. The sponsoring organization must provide all fuels, lubricants and materials required to perform the project.

c. The project must provide opportunities for training unskilled unit personnel in areas that will enhance unit mission capability.

d. The entire project must be capable of completion within three (3) weekends (i.e. less than 48 hours).

e. Requesting organizations must be willing to accept the possibility that other training requirements, weather conditions and other unforeseen factors may cause substantial delays in beginning work and/or completing the project after work has begun. Our units train only one (1) weekend per month with the objective of being wartime ready. Consequently, project participation does not have a high priority.

f. Requesting organizations must provide all necessary documentation including, but not limited to, letters of non-objection from civilian contractors and unions, maps, surveys etc. as may be identified by the engineer unit.

g. Final approval of any proposed project must be given by the Commander, 99th US Army Reserve Command.

In summary, all project requests are closely scrutinized and must meet rather stringent standards before approval will be given.

In the event you desire further consideration of your project after reviewing this letter, please indicate by writing this Headquarters, ATTN: AFKA-ACE-T-U. Upon receipt of your response, this matter will be forwarded to our senior engineer unit for evaluation as a potential project.

Thank you for your consideration and patience.

S:

AFKA-ACE-T-U 1 October 1986

SUBJECT: Proposed Domestic Action Project -

1. Reference: a. AR 28-19, w/changes.

   b. FORSCOM Suppl 1 to AR 28-19, w/changes.

   c. 1A Suppl 1 to AR 28-19.

   d. AR 360-61.

   e. FORSCOM Suppl 1 to AR 360-61, w/changes.

   f. AR 140-4.

   g. Annex T, 99th ARCOM Reg 350-2.

2. Attached request directed to this Headquarters is forwarded for your consideration as a community service project.

3. It is requested that immediate contact be made with writer to determine whether project meets criteria as established by the above cited references, and at that time determine whether any unit in your command has the capabilities to complete the project.

4. Report of action taken in accordance with paragraph 3 will be forwarded to this Headquarters NLT suspense date indicated above.

FOR THE COMMANDER:

1 Encl

AGREEMENT

MADE THIS day of . 198 , by and between Reserve Command, hereinafter referred to as "the Unit"

A
N
D

______________________________, a non-profit organization, hereinafter referred to as "the Organization"

WHEREAS, the Unit desires to use its equipment and train its personnel through the performance of certain earth moving, construction and related work, more fully described hereinafter in paragraph 1 below, and

WHEREAS, the Organization desires to use the equipment and personnel of the Unit to accomplish certain earth moving, construction and related work, hereinafter, referred to as "the Project; and

NOW, THEREFORE, in consideration of the foregoing and of the mutual promises herein, the parties hereto promise and covenant hereby as follows, intending to be legally bound hereby;

1. The Unit agrees to undertake the following described work subject to the provisions of paragraph 14 hereof.

____

____

____

____

____

____

____

2. The Unit shall furnish, as its own expense, the equipment and personnel necessary for the completion of the Project.

3. The Organization shall furnish, at its own expense, all fuel and lubricants necessary for the operation of the Unit's equipment in the completion of the Project.

4. The Organization shall furnish, at its own expense, all materials necessary for the completion of the Project.

5. The Organization does hereby remise, release, hold harmless and discharge the United States and all instrumentalities, agencies or departments thereof including, but not limited to, the Department of the Army, the Unit and all it's members from and against any and all liability for personal injury, death or property damage that may be caused to any person, whether or not a member of the Organization, or any property, whether or not owned by the Organization, arising out of or in any way touching or concerning any activity connected with the project.

6. The Organization agrees to accept all decisions and orders of the officer in charge with regard to safety.

7. The Organization hereby warrants that the property affected or improved by this Project is publicly owned or, in the alternative, is subject to a long-term lease allowing the public the use of this property. The Organization further warrants that the affected property is open to, and available for, the use of the general public regardless of race, creed, religion, national origin or sex and that membership in the Organization is not a condition of use or enjoyment of the property. Organization warrants that the Project will not directly or indirectly, endorse, benefit or favor a private individual, group, corporation (profit or nonprofit), sect, fraternal organization, quasi religious or ideological movement, political group, or commercial venture or be associated with solicitation of votes in a political election.

8. The Organization shall furnish certificates from each labor union and each contractors' or other trade association which have subject matter and territorial jurisdiction over all or any part of the Project. Each and every such certificate shall state that the union or association has such jurisdiction and that it has no objection to the completion of the Project using the Unit's equipment and personnel. The attachment hereto of such certificates (labelled Exhibits "A-1:, "A-2", etc.) shall be a condition precedent to the furnishing of any personnel or equipment by the Unit hereunder.

9. The Organization shall furnish one or more maps or surveys, certified by a licensed engineer, surveyor, or custodian of public records, showing (a) all easements and right-of-way, including but not limited to water, sewer, gas, electric and telephone, on, over, under, or immediately adjacent to the Project site, and (b) access to the Project site from public streets and highways, over which the Unit's equipment may travel. The attachment hereto of such maps or surveys (labelled Exhibit "B-1", "B-2", etc.) shall be a condition precedent to the furnishing of any personnel or equipment by the Unit hereunder.

10. If any map or survey furnished in compliance with paragraph 9 hereof shows any such easement or right-of-way, the Organization shall also furnish, at its own expense, (a) a release inuring to the benefit of the Unit from each and every person having a legal interest in any such easement or right-of-way, and against any liability to the person for any damage to or destruction of such easement or right-of-way arising out of or in any way connected with the completion of the Project, or, (b) if a release is not obtained from any such person, a policy of certificate of insurance naming the Unit as an insured covering damage to or destruction of such easement or right-of-way arising out of or in any way connected with the completion of the Project. The attachment hereto of all such releases, policies, and certificates (labelled Exhibits "C-1", "C-2", etc.) shall be a condition precedent to the furnishing of any personnel or equipment by the Unit hereunder.

11. If the maps and surveys furnished in compliance with paragraph 9 hereof show that there is no direct access to the Project site from public streets and highways over which the Unit's equipment may travel, the Organization shall also furnish an easement in which the Unit must cross in order to reach the Project site from such public streets and highways. The attachment hereto of all such easements (labelled Exhibits "D-1", "D-2", etc.) shall be a condition precedent to the furnishing of any personnel or equipment by the Unit hereunder.

12. The Organization shall furnish plans or drawing sufficient to acquaint the Unit to its satisfaction with the work involved in the completion of the Project. The Organization hereby certifies that the Project complies with the zoning and other local laws applicable to it.

13. Provisions of this agreement which inure to the benefit of the Unit shall also inure to the benefit of the Government of the United States and all its branches and departments and of every officer, enlisted man, servant, agent and employee of any of them. The obligations of the Organization hereunder shall bind the Organization and its directors, officers, servants, agents, employees, successors and assigns.

14. The Organization acknowledges its awareness that the Unit has limited training time available in which to accomplish the Project and that substantial delay may be experienced before the Project can be undertaken and/or completed. The Organization has been advised and hereby acknowledges and accepts that the Units' mandatory training requirements have priority and take precedence over Project performance. Accordingly, nothing contained in this paragraph or in this Agreement shall be construed to obligate the Unit to complete the project.

15. The Agreement is terminable by either party upon potice to the other, provided that those provisions of paragraph 5, 7, 9, 10, and 11, hereof which inure to the benefit of the Unit shall survive such termination and shall terminate at such time as the Unit, in the exercise of reasonable diligence, removes its personnel and equipment from the Project site and any easements of access thereto.

16. This Agreement shall not be binding on the parties hereto, until such time as executed by the Commanding General, 99th US Army Reserve Command.

WHEREFORE, the parties have hereunto set their hands and seals the day and year first above written.

Approved:

UNITED STATES ARMY RESERVE COMMAND

FOR THE COMMANDER:

____

ATTEST:

____

(Designation of Unit Participating
in the Project)

____

BY: ______________________________

(Sponsoring Organization)

____

BY: ______________________________

____

COMMUNITY SERVICE PROJECT ENVIRONMENTAL CHECKLIST

1. Has an Environmental Impact Assessment/Statement been prepared for the proposed project? _______

2. Does the proposed project pose a threat to any of the following:

   a. Landmarks of any kind. _______

   b. Rare timber stands. _______

   c. Wildlife habitats. _______

   d. Fish, aquatic life. _______

3. Does the proposed project call for the removal of natural vegetation/cover or structures? _______ If yes, answer the following:

   a. Is the excavated material to be removed from the project site? _______.

   b. Have the necessary permits for dumping been obtained? _______

   c. Does the removal of cover present a threat of increased water run-off into local streams, ponds, etc.? _______

   d. Does the removal of cover pose a problem of soil erosion? _______

   e. Have provisions been made for the replacement of vegetative cover? _______

4. Is the project site located in or near a marsh/wetlands area? _______ (if yes, explain)

5. Does the proposed project create a threat to the air quality of the area by virture of vehicular emissions, dust, etc.? _______ (If yes, explain)

6. Does the project involve the use of pesticides, herbicides, hazardous/toxic materials, etc.? _______ (If yes, explain)

7. Will the work on the proposed project significantly increase the level of noise in the area? ________ (If yes, explain)

8. Have plans been made for the removal of solid wastes from the project site? ________ (If yes, explain)

9. What provision have been made to mitigate any adverse environmental effects which may arise as a result of the proposed project?

10. Has the local community been informed of the proposed project and responded favorably?

11. Have all interested environmental agencies, groups or organizations been contacted by either the unit or the sponsor? e.g. DER, Fish and Game Commission, local sportsmens groups, etc.)

PROJECT TITLE:

PROJECT SITE:

PROJECT SPONSOR:

DOMESTIC ACTION PROJECT SUGGESTED CHECKLIST

1. GENERAL.

a. Description of project.

b. Location of project.

c. Local agency requesting assistance.

2. Task.

a. Manpower required to accomplish task.

b. Equipment/materials required to accomplish task.

c. Time required to accomplish task (dates and total estimated man-hours).

3. Evaluation.

a. The (local, state, or Federal agency) (has/has not) classified the project as a project that will assist in the improvement and development of society.

b. Does individual/unit possess necessary skills and have the capability to perform task?

c. Will task provide MOS training?

d. The Army component (will/will not) "work with" the community.

e. Will project interfere with mission requirements?

f. Will the Government be reimbursed for reimbursable costs?

g. Once project is completed, the Army component (will/will not) provide maintenance and upkeep.

h. The project (will/will not) benefit a wide spectrum of the community and is non-discriminatory.

i. Support to be provided by the community follows.

j. Will leaders of the community assume the burden of continuity?

k. The project (will/will not) conflict with private enterprise or civilian labor force. Coordination (has/has not) been made with local labor unions.

l. If funds are required, will appropriate national, state, and/or local government agencies provide requested funds?

m. Will sponsoring agency provide liability insurance?

n. Has memorandum of agreement between Army component and sponsoring agency been completed?

o. Plan appropriate publicity.

Signature Block of Unit Commander/
Project Officer

ANNEX U

NON-COMMISSIONED OFFICER DEVELOPMENT PROGRAM

1. References: a. AR 350-17

b. FORSCOM Suppl 1 to AR 350-17

2. General.

a. The Non-Commissioned Officer Development Program (NCODP) is intended to contribute to the effective development of the leadership capabilities of each unit's non-commissioned officers.

b. Additional objectives of the NCODP are to:

1. Increase the confidence of NCOs as leaders.

2. Realize the full potential of the NCO support channel for the chain-of-command.

3. Improve unit effectiveness.

3. Responsibilities.

a. Intermediate headquarters are required to assist battalions in the development of formal NCODPs.

b. Battalions are responsible to insure:

1. Programs are developed which are responsive to the needs of their unit and the aspirations and development of their junior leaders.

2. Time and resources are available for the conduct of unit professional development training to include formal periods of instruction and timely counselling of NCOs.

3. Units have clearly identified tasks that are NCO business.

4. The establishment of a clear and distinct NCO support channel. This channel is designed to complement, not replace, the normal supervisory chain-of-command.

4. Guidance.

a. NCODP should consist of both formal and informal periods of instruction. Implementation should be effected at the lowest level feasible, i.e. company, battery or detachment.

b. Unit programs must be documented as part of its Yearly Training Program. The Yearly Training Calendar should reflect the scheduling of professional development training throughout the training year.

c. Unit Training Schedules should reflect periods of time allotted to the NCODP. Training Schedule must identify specific subject, trainer, location, time, etc.

d. NCODP will include instructions applicable to soldiers of all career management fields and will include familiarization of tasks which are common to all career fields.

e. Suggested topics for inclusion in the unit NCODP include, but are not limited to the following:

(1) Duties, responsibility and authority of NCO.

(2) How to train soldiers.

(3) How to train small units, squads, etc.

(4) Leadership.

(5) Maintenance and accountability of weapons and equipment.

(6) Tactical employment of small units.

(7) School of the soldiers.

(8) UCMJ.

(9) Personal relationships.

(10) Military customs and courtesy.

(11) Additional subjects as set forth in Appendix B of AR 350-17.

5. Participation.

a. All soldiers who demonstrate the potential for, or are performing duty in a leadership position or are designated as an action NCO will participate in NCODP.

b. Separate classes may be conducted for E-7s through E-9s.

ANNEX V

Enlisted MOS Qualification

1. PURPOSE: To provide guidance for unit commanders on MOS qualification training for enlisted members of the US Army Reserve.

2. REFERENCES: a. AR 140-158.

b. AR 611-201.

c. 1A Reg 135-2.

d. FORSCOM/TRADOC Reg 135-3.

e. 1A Cir 135-37.

f. DA Pam 351-4.

3. POLICY: Personnel not Duty MOS Qualified (DMOS) will be enrolled in an MOS-producing training program with 60 days of assignment to that position.

4. RESPONSIBILITIES OF UNIT COMMANDER:

a. Identify personnel not MOS qualified for the duty position which they occupy.

b. Select the training program(s) that lead to MOS qualification, including special skill qualification, for each individual not fully qualified.

c. Check the appropriate regulations to ensure that the program(s) selected will meet the prerequisites of the MOS (e.g., enrolling a soldier in a correspondence course when the regulation requires attendance at a service school or USAR school for qualification). Requirements can be determined from AR 140-158, AR 611-201 and DA Pam 351-4.

d. Counsel the soldier and his supervisor on the requirements and options for MOS qualification.

e. Ensure the necessary steps are taken to enroll the individual in the appropriate program(s).

f. Monitor the individual's progress in the program(s).

5. MOS-Producing Training Programs and Special Skill Training Programs Currently Available to USAR Personnel (listed in order of priority):

a. Active Army Service Schools.

b. Civilian Contract Training Course.

c. USAR School Courses.

d. Army Area Schools (for special mission training).

e. Army Correspondence Course Programs.

f. Supervised On-The-Job Training (SOJT).

6. REPORTING AND DOCUMENTATION:

a. Individuals identified for and/or enrolled in MOS training qualification programs and the identification of the specific program will be annotated on the Unit Manning Report, 1AA Form 143.

b. A Personnel Not MOS Qualified Report will be submitted quarterly concurrent with the Unit Manning Report.

c. Documentation of each soldier's progress must be maintained for one year after the successful completion of the program and award of the MOS.

7. GENERAL: Commanders needing additional assistance may contact either the USAR school which supports their unit or the 99th ARCOM Individual Training Division.

a. 1036th USAR School (Northwestern Pennsylvania), Telephone 412-346-3534.

b. 2073rd USAR School (Southwestern Pennsylvania), Telephone 412-481-7500.

c. 2093rd USAR School (West Virginia), Telephone 304-744-5335.

d. 99th ARCOM, Individual Training Division, Telephone 412-777-1148/1223.

ANNEX W

OPERATIONS SECURITY (OPSEC)

1. References:

a. AR 530-1, Operations Security.

b. FORSCOM Suppl 1 to AR 530-1.

c. 1A Reg 530-1, Operations Security (OPSEC) Implementation.

d. TC 100-1, Operations Security.

e. TC 30-24 Tactical Counter Intelligence

2. General. Information set forth in this annex is designed to assist commanders in units of the 99th ARCOM to formulate OPSEC programs.

3. Concept of Operations Security (OPSEC). OPSEC is any and all security measures which allow concealment of our intentions and operations from hostile forces. It is the protection of military operations and activities resulting from the identification and subsequent elimination or control of intelligence indicators (vulnerabilities) which are susceptible to hostile exploitation.

4. Hostile Intelligence Threat. The enemy will attempt to gain knowledge about friendly plans and capabilities in order to gain a tactical and strategic advantage. Hostile Intelligence agencies will use the following methods:

a. HUMINT - Human Intelligence, using people to gather information.

b. SIGINT - Signal Intelligence, using devices to intercept telecommunications and other signal emitters.

c. EW - Electronic Warfare, using EW assets to intercept, direction find, jam, and deceive.

d. PHOTINT - Photographic Intelligence, using photographic equipment aboard aircraft and other airborne platforms to gain information.

5. Responsibilities. DCSOPS, 99th ARCOM is charged with the responsibility for implementing and insuring that OPSEC is being practiced by all units in the ARCOM; therefore, each unit will designate in writing an OPSEC officer within the operations staff down to battalion level and designate OPSEC points-of-contact in all units below battalion. Each OPSEC officer will possess a security clearance equal to the highest classification level of contingency plans, mobilization plans, and other documents required for planning purposes by the unit. Responsibilities of the OPSEC officer/POC are as follows:

a. Conduct OPSEC analysis including OPSEC surveys (see para 6 below).

b. Conduct OPSEC orientations for newly assigned personnel.

c. Maintain OPSEC awareness by conducting annual threat and OPSEC briefings. In addition, specific threat and countermeasure briefings will be conducted before deployments, exercises, and tests.

d. Include an OPSEC Annex in all applicable orders and plans utilizing format contained in Appendix I.

e. Maintain OPSEC awareness during training exercises, and conduct or insure the completion of OPSEC surveys as appropriate.

f. Insure that OPSEC countermeasures (information security, physical security, security and deception) are realistic during training activities and not simulated.

g. Insure that facilities or activities which may require additional protection upon implementation of contingency/mobilization plans are included in OPSEC awareness.

6. The OPSEC process consists of three steps: analysis, countermeasures, and survey.

a. Analysis: The first step of the OPSEC process is to analyze security measures.

(1) Estimate the hostile threat. Assess the capability of hostile intelligence activities to observe, monitor and disrupt our activities.

(2) Determine the sensitive aspects of operations. Ask the question, "If known by the enemy, what information, could compromise an operation?". This is known as Essential Elements of Friendly Information (EEFI), i.e. unit objectives, morale, strength, task organization, logistics problems, etc.

(3) Determine OPSEC vulnerabilities. Ask the question, "If known by the enemy, what actions, in what time frame could provide EEFI?", i.e. increased requests for replacements, map requests, publication of movement orders, increase in communications traffic, etc.

b. Countermeasures: After analysis is complete the second step of the OPSEC process is to plan and execute OPSEC countermeasures. To effectively counter vulnerabilities, all four categories of OPSEC are utilized where applicable. These categories are as follows:

(1) Deception - camouflaging vehicles and personnel, and using smoke, decoys, etc.

(2) Physical security - tangible acts of concealing information from the enemy, and denying access to our facilities by erecting barriers, practicing convoy security, challenge and password, LP/OP's, etc.

(3) Information security - keep soldiers informed, annual SAEDA briefing, briefing incoming personnel, information dispersed on "need to know" basis only, document and personnel security program.

(4) Signal security - awareness of equipment, its capabilities and vulnerabilities. Example: radio silence, COMSEC programs, practice ECCM techniques, minimal message transmission time, use of couriers and messengers.

c. Survey: The survey tests the countermeasures used to protect the EEFI.

(1) Purpose - systematically examine the degree of security given an operation and design measures to improve it. It is an investigation of the intelligence indicators projected by an operation or activity to determine what an enemy can perceive and what his potential sources of information are.

(2) AR 530-1, Operations Security, and the JCS OPSEC Survey Guide (J3M-947-83) provide guidance on conducting OPSEC surveys.

(3) Survey formats and guidelines can be found at Appendix I to 1A Reg 530-1.

7. OPSEC Training.

a. Reserve component units are especially vulnerable to hostile intelligence threat because (1) they are located in the midst of civilian communities, (2) in most cases, they do not possess sophisticated secure means of communications, and (3) the administrative environment during IDT does not promote security consciousness. Reserve component commanders must recognize these weaknesses, and stress an active OPSEC training program during IDT and AT periods.

b. A complete OPSEC training program should integrate OPSEC in all training activities. Facets of OPSEC are already incorporated in SQTs and ARTEPs. Training should avoid the development of stereotype routines which could "telegraph" friendly intentions in combat. Examples are contained in Appendix IV.

c. Even in non-tactical environments signal security should be stressed, especially on radio and wire administrative/logistical nets. Constant emphasis should be placed on the use of both proper authentication procedures and care not to discuss classified or sensitive information while using communications equipment.

8. OPSEC and Mobilization.

a. Related sensitive information, i.e. status of the force, readiness conditions, training strengths and weaknesses, and recruiting and retention need to be properly safeguarded.

b. Since mobilization plans have long range implications, OPSEC countermeasures, especially physical and information security, should be employed to protect disclosure to those who do not have a need to know.

9. AUTOMATED DATA PROCESSING AND WORD PROCESSING SYSTEM SECURITY. AR 380-380, as supplemented by FORSCOM and First US Army, provides guidance for the security of automated systems. These directives task commanders with the responsibility for implementing cost-effective ADP/WP systems security programs in each command wherein sensitive defense information is processed. Sensitive information handled by automated systems must be properly safeguarded against unauthorized access, modification and loss. Any such measures implemented warrant inclusion in the overall OPSEC Program at local levels.

10. OPSEC Reporting Requirements.

a. DCSOPS is required to submit an annual OPSEC report to First Army.

(1) All OPSEC officers will prepare yearly reports in the format prescribed in Appendix II. The report is to arrive at this headquarters, ATTN: AFKA-ACE-OP-I, NLT 1 June. The format for this report is at Appendix II.

(2) Report required by para 9a(1) above will be consolidated by major commanders who have units subordinate to them.

b. As a minimum, OPSEC surveys for each separate company or organic battalion and higher level unit will be conducted every three years. Some activities appropriate for surveys are operational unit tests, practice alerts, major exercises, ARTEP evaluations, and other unit level activities. A copy of the survey report will be submitted to the OPSEC officer of the unit surveyed; and a copy forwarded this headquarters, ATTN: AFKA-ACE-OP-I. The two latest survey reports will be kept on file and made available for Annual General Inspection (AGI).

11. Unit OPSEC Checklist. The checklist at Appendix III is provided as a self evaluation tool. The checklist must be completed by all units at least once annually. A copy of the latest completed checklist must be made available to the visiting officer during all staff visits.

OPSEC ANNEX

HEADQUARTERS, UNITED STATES ARMY XXXXX COMMAND

Date
Annex L to HQ US Army XXXX Cmd, OPLAN XXXX(U)
Operations Security (U)

1. ( ) References:

a. AR 530-1, Operations Security

b. List other applicable references which provide OPSEC doctrinal guidance to be followed in the planning and execution of this operation.

2. ( ) General. This annex provides guidance for the secure planning and conduct of combat, combat support, and combat service support operations to accomplish the mission described in para 2 of the basic plan. It is prepared on the basis of the concept of operations, as expressed in subparagraph 3a of the basic plan or para 2 of Annex C. Other annexes and appendices are prepared in accordance with the EEFI criteria contained herein.

3. ( ) Responsibility for OPSEC. The operations staff element or its equivalent has overall staff responsibility for OPSEC. Explain how staff and command responsibility for OPSEC are exercised as a basis for effective execution within the planning staff and at subordinate echelons.

4. ( ) Hostile Intelligence Threat. Referring to Annex B (Intelligence), discuss the enemy and potential enemy intelligence collection capabilities with respect to the operations covered by this specific OPLAN in sufficient detail to provide a rationale for the EEFI criteria established in Appendix 1 to this annex. Appendices may be prepared if the situation demands a detailed description of one or more aspects of the threat.

a. HUMINT threat. Outline hostile capabilities and practices espionage, exploitation of captured, lost or misplaced documents, prisoner interrogation in the expected theater of operation.

b. SIGINT threat. Outline in general terms all hostile COMINT and ELINT capabilities which do not require special intelligence (SI) clearances. If the development of a detailed SI access SIGINT capabilities study is essential, produce as an appendix to this annex and distribute separately through special security channels.

c. EW threat. Provide an assessment of hostile EW capability (jamming and deception) and its potential impact on friendly OPSEC, e.g. the capability to intrude into communication nets to mislead by presenting false data or to compromise OPSEC by obtaining sensitive data. Assess the enemy's capability to disrupt or degrade critical communications, surveillance, or command and control links which impact on OPSEC activities.

d. Imagery. Outline hostile PHOTINT, radar, and sensory capabilities.

5. ( ) OPSEC program. Outline the OPSEC and related measures taken to counter the threats discussed in para 3. Appendices may be prepared if the situation demands a detailed description of one or more of these programs. Cross-references to other annexes of the plan may be used.

a. Physical security.

b. Information security.

c. SIGSEC.

d. Military deception activities.

e. Intelligence.

f. Counterintelligence.

g. EW.

h. PSYOP.

6. ( ) Essential Elements of Friendly Information. List the specific aspects of the operation which must be withheld from the enemy on a time-phased basis geared to the concept of operation (See App I). Most military operations can be subdivided into four phases: planning, preparation, execution and postoperation (although in some cases, two or more phases may take place simultaneously). The preparation phase is particularly important from an OPSEC planning standpoint, since the physical activity which must be undertaken before beginning the principal operation can serve as an important source of the enemy's prior knowledge. EEFI which cannot be denied the enemy, such as departure of ships, aircraft, and personnel from bases believed to be under enemy surveillance, should be immediately identified for possible deception exploitation in accordance with Appendix _____ to Annex _____.

ANNUAL OPSEC ACTIVITIES REPORT

COMMAND	OPSEC OFFICER/DUTY TITLE	POC PHONE

1. OPSEC Requirements

a. Instructions:

OPSEC Discipline Covered	Manhours	Attendance

b. Visits/Surveys:

No. Commands Visited	# Results w/Eff OPSEC Program	# w/o	Comments

c. OPSEC Analysis Process Comments:

Threat Assessments:

Vulnerabilities:

EEFI:

Lessons Learned:

2. OPSEC Command Concerns. (Narrative)

UNIT OPSEC CHECKLIST

THRU____________________ TO____________________ FROM____________________

UNIT______________________________ COMMANDER______________________________

TIME/DATE______________________________ LOCATION______________________________

CONTENTS DISCUSSED WITH____
NAME RANK UNIT

EVALUATOR'S SIGNATURE______________________________ OVERALL RATING__________

	YES	NO
1. GENERAL:		
a. Does the unit have a copy AR 530-1, TC 30-24, and TC 100-1?	________	________
b. Does the unit (Bn and above) have an OPSEC officer designated in writing?	________	________
c. Does the operations section have staff responsibility for OPSEC?	________	________
d. Does the unit conduct OPSEC surveys during training exercises?	________	________
e. Has OPSEC been considered in the preparation of OPLANs and OPORDs?	________	________
f. Have all personnel received an initial/annual OPSEC orientation?	________	________
g. Has the commander conducted OPSEC analyses based upon command mission and the hostile intelligence threat?	________	________
2. COUNTERSURVEILLANCE:		
a. Were all vehicle markings (such as serial numbers, identification markings) effectively masked during field exercises?	________	________
b. Were glass surfaces covered with nonreflecting material to prevent glare?	________	________
c. Were vehicles dispersed when parked?	________	________

	YES	NO
d. Were natural foliage and terrain features used to maximum advantage in camouflaging vehicles?	________	________
e. If camouflage nets were used, were they properly hung?	________	________
f. Were natural foliage and terrain features used to maximum advantage in camouflaging tents?	________	________
g. Was cut foliage replaced as needed?	________	________
h. Were tents properly dispersed?	________	________
i. When antennas were erected was natural vegetation used to camouflage them? (Antennas may be erected so that the top of the antenna is concealed by foliage of trees and the trunk of the tree helps conceal the mast.)	________	________
j. Was the visibility of the antenna reduced (by regulating the height of the mast) without seriously reducing or hampering communications?	________	________
k. Was the area free of trash and litter?	________	________
l. Was the number of tracks, both vehicular and personnel, kept to the minimum?	________	________
m. Were personal items such as wash cloths, towels, undershirts and shorts, which would contrast with the natural surroundings, kept out of sight?	________	________
n. Did personnel cutting foliage avoid stripping or cutting too much foliage in areas near their tents, vehicles or positions?	________	________
o. After digging a fighting position or other type of hole, was the freshly turned earth or berm camouflaged?	________	________

	YES	NO
p. Was care taken to conceal the freshly cut portions of a tree or bush when limbs or large pieces of foliage were removed?		
q. When cutting limbs from trees, was care taken to make the cut on the wooded side of the tree?		
r. Was the average distance between major items of equipment at least 30 meters?		
s. Were helicopters that were on the ground for more than 30 minutes moved into treelines and camouflaged?		
t. Were generators dispersed as much as power cables would allow?		
u. Were steps taken to prevent light leaks when tent flaps or van doors were opened for entry or exit?		
v. Were guides and blackout lights used when moving vehicles in or near CP areas?		
w. Were red filters used on flashlights?		
x. Did personnel observe the principles of light discipline while smoking?		
y. When operating radios at night, were volume and squelch turned low?		
z. Were personnel noises kept to the absolute minimum?		
aa. Were effective measures taken to reduce generator noise?		
bb. Were generators situated to reduce heat signature?		

3. INFORMATION SECURITY:

Part I. Applicable to all classified material.

a. Were all types of material (e.g. documents, messages, maps, charts and overlays) marked in accordance with AR 380-5, to include proper downgrading instructions?		

	YES	NO
b. Were adequate (both number and type) secure storage facilities available?		
c. Was a current clearance roster (or similar record) readily available? Was access to classified material restricted to properly cleared personnel with a "need-to-know"?		
d. Was the reproduction of classified material properly controlled?		
e. Was accountability for Secret and Top Secret material maintained?		
f. Was classified material properly transmitted?		
g. Was classified material properly destroyed?		
h. Was a current and applicable Emergency Safeguarding Plan on hand? Were personnel familiar with it?		
i. Was all classified waste handled and protected as classified material? (Note especially carbon paper, drafts, notes and typewriter ribbons.)		
Part II. Applicable to material classified for training only.		
j. Was material classified for training only segregated from actual classified material, especially during storage and transmission?		
k. Was material classified for training only afforded the same protection as classified material?		
l. Was material classified for training only marked in accordance with AR380-5 and FORSCOM Supp 1 to AR 350-1 (e.g. "CONFIDENTIAL for training, otherwise unclassified")?		
m. Was material classified for training only destroyed as classified material ?		

	YES	NO
n. Were clearances for access to material classified for training only clearly identified as such and segregated from actual clearances?		
4. COMMAND POST (CP) ASSEMBLY AREA (AA) SECURITY:		
a. Was the CP/AA located on easily defensible terrain?		
b. Did the terrain provided the best cover and concealment commensurate with communications requirements?		
c. Was a dismount point established and manned?		
d. Were all vehicles, not authorized in the CP, parked at the dismount point?		
e. Was there wire and/or radio communication with the dismount point?		
f. Were all vehicles coming into CP/AA searched?		
g. Were OP/LPs placed out around the CP/AA?		
h. Was communication established between the OP/LPs and the CP?		
i. Were all personnel in the CP assigned positions along the perimeter?		
j. Were perimeter positions well camouflaged?		
k. Did personnel know the password and challenge?		
l. Did personnel know how to use the password and challenge?		
m. Were the password and challenge used?		

	YES	NO
n. Were security measures taken to protect the unit's:		
(1) Water supply?		
(2) Weapons?		
(3) POL?		
(4) Ammo?		
(5) Aircraft/vehicles?		
o. Were all wire lines used for communications checked for sabotage and tapping?		
p. Were guard(s) posted to prevent unauthorized entry into the TOC?		
q. Were only authorized personnel permitted to enter the TOC? (Access control may be effected by personal recognition or badges in conjunction with an access roster.)		

5. SIGNAL SECURITY (SIGSEC):

Part I. Common Communications Security (COMSEC) discrepancies:

a. Disclosure of unit capabilities/readiness.		
b. Disclosure of friendly unit/activity/key/personnel locations.		
c. Disclosure of plans and impending operations.		
d. Disclosure of critical shortages.		
e. Compromise of call sign/call word.		
f. Use of unauthorized codes.		
g. Failure to authenticate or improper authentication.		
h. Failure to maintain circuit discipline.		

	YES	NO
i. Use of improper radio-telephone procedure, personal call sign or easily identifiable mannerism.		
j. Improper use of code or COMSEC material.		
k. Compromise of codeword/codename.		
l. Failure to follow unit SIGSEC SOP.		
Part II. Electronic Security (ELSEC-GSR Checklist).		
m. Mission planning:		
(1) Were ELSEC measures and the hostile Electronic Intelligence (ELINT) threat considered in planning and deployment?		
(2) Prior to deployment, was coordination performed with adjacent radars?		
(3) Was coordination accomplished with the supported S-2?		
n. Siting:		
(1) Did the site provide for side and rear lobe absorption?		
(2) Did the site offer the best target background (hard or soft) available for the mission?		
(3) Were camouflage and concealment adequate?		
(4) Were alternate sites selected with the same considerations as the primary sites?		
(5) Was equipment moved frequently to avoid detection?		
(6) Were radars sufficiently separated so as to limit or deceive a hostile ELINT effort?		
(7) Were sector scans selected which would orient emissions away from suspected hostile ELINT intercept sites?		

	YES	NO
o. Operation:		
(1) Were radars turned off when not needed?		
(2) Were only the minimum number of radars used to accomplish the mission?		
(3) Were operating frequencies changed at random?		
(4) Was the narrowest beam width practicable used?		
(5) Were scans kept within the assigned target areas?		
(6) Were the scan widths and rates varied at random?		
(7) Were the operating schedules varied at random?		
(8) Were transmitters turned off when sector azimuths were changed?		
(9) Were all practicable ELSEC measures observed?		
p. Maintenance and testing:		
(1) Was the radar turned off during mechanical checks?		
(2) Was the radar oriented toward the friendly area when performing electrical checks?		
(3) Was a dummy antenna used for field testing?		
(4) Was the side and rear lobe absorbtion taken into account during field testing and alignment?		
6. PRE-DEPLOYMENT SECURITY:		
a. Were all personnel given a security briefing including, but not limited to, the enemy threat, EEFI and applicable countermeasures prior to each operation?		

	YES	NO
b. Were all documents relating to the operation(s) properly classified and/or controlled to include:		
(1) OPLANS/OPORDS?	__________	__________
(2) Logistical requests/reports?	__________	__________
(3) Maps and overlays?	__________	__________
(4) Personnel reports/requests?	__________	__________
c. Were measures taken to prevent or control discussion of sensitive information over telephones?	__________	__________
d. Were appropriate personnel briefed on releasing information, unclassified, pertaining to the operation(s)?	__________	__________
e. Were unit activities planned to preclude the disclosure of an upcoming operation(s)?	__________	__________
7. ARMORY/RESERVE CENTER SECURITY:		
a. Are adequate storage facilities available for classified material?	__________	__________
b. Are all documents marked in accordance with DOD 5200.1-R, with correct classification and downgrading instructions?	__________	__________
c. Are unit alert rosters kept on a need-to-know basis?	__________	__________
d. Are mobilization files kept in a secure location when not in use?	__________	__________
e. Do personnel openly discuss unit strength recruiting and personnel problems outside the unit area?	__________	__________
f. Are unit readiness reports and similar documents secured out of sight when not in use?	__________	__________
g. Are training programs and objectives openly displayed outside of areas where immediately required?	__________	__________

	YES	NO
h. Are equipment shortages, maintenance, or repair problems and equipment modifications made known outside of the unit?		
i. Is unclassified material, not required by others, discussed telephonically?		
j. Are requests for maps and similar training material kept within the area of the staff sections involved?		
k. Has unit technician been properly briefed on:		
(1) Proper handling of incoming and outgoing mail?		
(2) Allowing outside contractors free access to the center?		
(3) Visitor control on non-drill days?		
l. Is classified material taken home by Reservists?		
m. Are FOUO documents accorded proper control?		

8. REMARKS: ______________________________

INTELLIGENCE INDICATORS

1. General. Successful enemy exploitation of friendly stereotyped patterns of activity and associated communications have been detected in past OPSEC surveys. Commands conducting surveys will give particular attention to the areas listed in paragraphs 2 through 4. Specific examples of indicators are provided, but this is a sample listing and should not be construed as being all inclusive.

2. Operational indicators.

a. Artillery preparatory fires 15 minutes before the attack.

b. Restriction of troops to post, camp or station for 24 hours before conducting a specific operation.

c. Special requisition for additional ammunition and rations, with a required delivery date of 24 hours.

d. Increased patrolling or air reconnaissance before initiating an operation.

3. Sources of information for human intelligence collectors.

a. Newspaper or other media coverage on exercises such as REFORGER.

b. Church services held the night before an operation.

c. Daily bulletin notice stating that dispensary will be open until 2000 to provide required inoculations.

d. The public posting of signs restricting civilian travel on selected roads during the period 0400-1200, XX Jun XX.

4. Sources of information from communications--electronics activities.

a. Changing call signs for impending operations.

b. Repositioning of supporting communications equipment before initiating an operation.

ANNEX X

NUCLEAR, BIOLOGICAL, AND CHEMICAL DEFENSE TRAINING

1. Reference.

   a. AR 220-58, with FORSCOM Supplement 1.

   b. FORSCOM Reg 350-2.

   c. FORSCOM Reg 350-3.

   d. 1A Reg 350-13, dtd 15 Mar 85.

   e. TC 21-5-7.

   f. FM 21-6.

   g. FM 21-48.

   h. FM 3-3.

   i. FM 3-4.

   j. FM 3-5.

   k. FM 3-12, W/Changes 1 & 2.

   l. FM 3-22.

   m. FM 3-100.

   n. STP 21-1 Soldiers Manual of Common Tasks

   o. TM 3-220.

   p. TM 3-4240-279-10, W/Change 1.

   q. TM 3-4240-279-20P, W/Changes 1 & 2.

   r. FORSCOM Pam 135-4.

   s. 99th ARCOM Pam 3-1 Defense Control Party.

   t. 99th ARCOM PAM 3-2 Decontamination Team.

   u. 99th ARCOM Pam 3-3 Detection Survey & Monitoring Team.

2. General Guidance.

a. Unit training programs should be aimed at achieving the stated goals as outlined in Appendix I. To make training meaningful, it must be integrated using decentralized training principles. Squad level training is the basic building block. FORSCOM Reg 350-2 provides guidance for implementing meaningful training.

b. Performance oriented training centered on realistic objectives is the guide for unit training. Each commander will establish NBC tasks, conditions and standards, continually evaluate their achievement, and re-adjust upward becoming increasingly more challenging.

c. The minimum NBC skills that the individual soldier must acquire are identified in the Soldier's Manual of common tasks, skill level 1. The minimum NBC skills that each unit must know are identified in every ARTEP.

d. SQT (Skill Qualification Test) provides trainers with a means of evaluating proficiency in NBC tasks. All common tasks can be conducted to determine individual proficiency and to assess strengths and weaknesses.

e. Training levels range from battalion down to and including squad level. Brigade/Group and Battalion commanders are responsible to see that effective NBC training is conducted in all subordinate units. Each company commander is responsible to insure that each member of his unit receives sufficient training to meet the Army's objective of surviving and performing in an NBC environment. A Unit Commanders Checklist is listed in Appendix III.

f. Training references are:

(1) AR 220-58, with FORSCOM Supplement.

(a) Organized requirements.

(b) Training responsibility.

(2) FORSCOM Reg 350-2.

(a) Training management.

(b) NBC training requirements.

(3) FORSCOM Reg 350-3.

(a) Training guidance for nuclear and chemical combat operations.

(b) NBC training guidelines and requirements.

(4) 1A Reg 350-13.

(a) Qualification of personnel.

(b) NBC course programs of instruction.

g. Organizational requirements are:

(1) TOE battalion and company size units must appoint:

(a) A school trained NBC officer and NCO.

(b) A school trained alternate NBC NCO.

(c) Two trained monitors for selected items of NBC equipment.

(d) NBC teams, (Chemical Detection and Identification Team, Radiological Monitoring and Survey Team and Decontamination Team).

(2) Detachments (including HHD), separate platoons, etc., must ensure that they have adequate NBC support. A Letter of Agreement/Memorandum of Understanding between units not in the chain of command reflecting such support will be prepared and retained by the supporting and supported unit. Where such support is not reasonably available, at least one individual in the unit will be NBC school-trained and appointed in writing.

h. Battalion and company level SOP:

(1) TOE battalion and company size units should develop an NBC SOP for the purpose of formally structuring their NBC program.

i. CAPSTONE. Yearly Training Programs should include provisions for NBC training at all levels and provide for maximum utilization of aids, devices, facilities, and organizational assistance which will enhance unit proficiency in surviving in an NBC environment.

j. Integration of NBC training into all unit activities where appropriate will be given maximum support at organizational level.

k. NBC training is a subject of staff visits at all levels of command and is to be given emphasis as appropriate. Appendix II is an appropriate document for inspection.

3. Mission Oriented Protective Posture Guidance (MOPP).

a. The new MOPP concept is designed to recognize the threat of NBC Warfare and to standardize operating procedures throughout the Army. Key items are as follows:

(1) It is the responsibility of higher level commanders to provide junior level commanders with the threat information they need to set the most appropriate MOPP level for their mission.

(2) When attack with chemical agents is known to be imminent, all protective clothing and equipment is immediately put on and closed. This stage of whole body protection is MOPP 4.

(3) If units are attacked with chemical agents without warning, all protective clothing and equipment not already worn or closed is immediately put on and closed in the following order - mask with hood, gloves, overgarment, and overboots.

(4) MOPP 2 and 3 are intermediate stages between minimum protection (MOPP 1) and maximum protection (MOPP 4). These levels provide for performance of tasks in specific situations where the chemical hazard is better defined, other protection is available, or mission requirements clearly dictate that the risk entailed in selection of a lower level of protection is justified.

(5) After an attack, it may be necessary for small unit leaders to adjust the MOPP level down to the minimum specified by the higher commander in order to accomplish the assigned mission.

(6) The selection of a specific MOPP level is based upon several factors - these include the threat, the mission to be performed, the vulnerability of friendly units to enemy attack, the weather, anticipated work rate, expected reaction time to a chemical attack, donning speed of protective equipment, and degradation impact of protective equipment. MOPP 1 and MOPP 2 include those items that take the longest to put on, provide the greatest area of protection, and create the fewest task degradation problems. Items in MOPP 3 and MOPP 4 create the most heat, loading, and the greatest task degradation, but can be more quickly donned.

99TH ARCOM
NBC DEFENSE READINESS PROGRAM

GOAL 1. To train the individual soldier to survive and operate effectively under conditions created by an NBC environment.

a. Individual NBC defense skills are specified in Soldiers Manual of Common Tasks, pages 363 through 484.

b. Medical aspects of NBC defense are tasks 081-831-1030 and -1031 as listed in the Soldiers Manual of Common Tasks.

c. NCO leaders in skill levels 2, 3, and 4 must be proficient in skills identified by tasks 031-503-2001 through 031-503-4006.

d. Successful NBC defense training programs have several elements in common:

(1) All NBC defense tasks are apportioned to be taught throughout the training year, generally a number of tasks each training quarter.

(2) Unit leaders are assisted by the NBC defense officer and NCO in mastering the NBC tasks and are responsible for training their subordinates.

(3) Progress is tracked. Leaders utilize job books to track progress of individual NBC defense training.

(4) After an NBC proficiency evaluation, individual performance results are analyzed, the commander ensures corrective action is taken, and leaders with superior training results have their achievement recognized.

GOAL 2. To conduct an annual evaluation of individual proficiency in NBC survival skills (tasks outlined above).

a. Individual NBC proficiency will be evaluated annually during concurrent and/or integrated training in a field environment. This is in addition to individual NBC proficiency evaluations under the SQT program.

b. A common mistake observed within the Reserve Components is that unit commanders assume that the annual NBC proficiency evaluation during AT by itself provides the mandatory NBC training of the individual soldier. In fact, such units generally receive an unsatisfactory rating by AGI teams, and are cited for not having an NBC training program.

c. NBC proficiency tests are generally based on the NBC defense tasks in STP 21-1, SMCT and may require personnel to proceed from one station to the next where the soldier responds to a given situation and is evaluated.

GOAL 3. To conduct a portion of annual weapons qualifications or instruction while wearing full protective clothing and equipment (MOPP level 4).

a. Personnel without optical inserts whose poor vision creates an uncontrollable safety hazard should be excused from masked firing by their commander.

GOAL 4. To annually evaluate unit NBC defense teams in a tactical environment during collective mission training.

a. Unit NBC defense teams are:

(1) The unit NBC defense control party.

(2) The radiological detection, monitoring, and survey teams.

(3) The chemical detection and survey teams.

(4) The decontamination team.

b. The unit NBC defense officer, NBC defense NCO, and assistant NBC defense NCO (collectively titled the NBC defense control party) are responsible for organizing, training, and providing leadership to the other NBC defense teams.

(1) Each level of command will appoint its own control party. One individual will not simultaneously hold an NBC defense control party position at two levels (for example, battalion chemical NCO and HHC NBC defense NCO).

(2) TOE/TDA chemical personnel (MOS 54E/SC74) will fill those positions at the level authorized (brigade chemical officer will fill the function at brigade; the HHC must appoint a separate additional duty NBC defense officer).

(3) Members of the NBC defense control party will be appointed in writing by DF. Appointment by position of name is not necessary for personnel who hold those positions by TOE/TDA assignment.

(4) Separate detachments, separate platoons, etc., will ensure that they have adequate NBC training and equipment support. A letter of Agreement/Memorandum of Understanding between units not in the chain of command reflecting such support will be prepared and retained by the supporting and supported unit. Where such support is notreasonable available, at least one individual in the unit will be NBC Defense Officer/NCO course school-trained and appointed as unit NBC Defense Officer/NCO in writing (unit order/DF).

c. Proficiency and evaluation standards for the other NBC defense teams are in FM 3-100, Appendix F and the FUSA NBC Proficiency Task Training book.

(1) Minimum training and proficiency standards for the radiological detection, monitoring, and survey teams are tasks 031-503-2001, 031-503-3003, 031-503-3004, 031-503-3009, 031-503-4004, and 031-503-4006, STP 21-2, SMCT Soldier's Manual of Common Tasks, skill level 2, 3, and 4; and tasks #26, 31, 32, 33, 37, 38, 39, 40, and 45, FUSA NBC Proficiency Task Training book.

(2) Minimum training and proficiency standards for the chemical detection and survey teams are task 031-503-1014, STP 21-2, SMCT Soldier's Manual of Common Tasks, skill level 1, and tasks 031-503-2003, 031-503-2004, 031-503-2005, 031-503-3004, and 031-503-4002, STP 21-2, SMCT Soldier's Manual of Common Tasks, skill level, 2, 3, and 4; and tasks #11, 22, 23, 24, 30, 33, and 36, FUSA NBC Proficiency Task Training book. (Individuals may be appointed to operate more than one type of device and thus be members of both a radiological detection, monitoring, and survey team and a chemical detection survey team.)

(3) Minimum training and proficiency standards for the decontamination team are tasks 031-503-2002 and 031-503-3006, STP 21-2, SMCT Soldier's Manual of Common Tasks, skill level 2, 3, and 4; and tasks #25, 34, 43, and 46, FUSA NBC Proficiency Task Training book.

GOAL 5. To train units and staffs to operate effectively in an NBC environment.

a. Standards of proficiency are prescribed in applicable ARTEP documents and FM 3-100, Appendix F.

b. Realistic NBC defense operations and offensive nuclear and chemical warfare operations must be integrated into unit training: staff exercises (STAFFEX), command post exercises (CPX), and field training exercises (FTX).

GOAL 6. To operate as a unit or staff while maintaining MOPP level 4 for six continuous hours.

a. The standardized MOPP levels are:

MOPP LEVEL	OVERGARMENT	OVERBOOTS	MASK/HOOD	GLOVES
0	* Carried	* Carried	Carried	* Carried
1	Worn (Note A)	Carried	Carried	Carried
2	Worn (Note A)	Worn	Carried	Carried
3	Worn (Note A)	Worn	Worn (Note B)	Carried
4	Worn Closed	Worn	Worn Closed	Worn
Mask Only				

NOTE A: Overgarment worn open or closed based upon temperature.
NOTE B: Hood worn open or closed based upon temperature.

b. It must be clearly recognized by every commander, trainer, and soldier that success of the battlefield will require the ability to accomplish the mission in protective clothing and equipment. Although training without MOPP may be necessary to learn to reinforce basic skills that training is not complete until the tasks requiring those skills can be done under the conditions that will be encountered on the integrated battlefield.

* Carried or Stowed nearby (within the work area, vehicle, fighting position, or the like).

Mask Only - (not a MOPP level). Only mask with hood is worn, as long as individual is protected from transfer hazards. Inside tanks, vans and buildings, etc. Ref FM 3-100, Pages 3 and 4.

UNIT LEVEL NBC CHECKLIST

Unit: ______________________________ Date: ______________

NBC Officer: ______________________ Visitor: ______________

NBC NCO: ______________________________

Enlisted Alternate: _________________

1. Administration. (Ref AR 220-58, FORSCOM Suppl 1 to AR 220-58, 1A Reg 350-13).

a. Personnel: YES/NO

(1) Does unit have chemical officers authorized by TOE/MTOE? ______

(2) Are the officers MOS qualified? ______

(3) Does the unit have 54 series MOS EM authorized by TOE/MTOE? ______

(4) Are the enlisted personnel MOS qualified? ______

(5) NBC Control Party School Trained? ______

OFF ______
NCO ______
ENL ______

(6) Does the unit have a Control Party, Decontamination Team, Radiological Monitoring & Survey Team, and Chemical Detection Team on orders? ______

b. Radiological Survey and Monitoring Teams (Ref FM 3-100) ______

(1) Two trained operators per IM-174 Radiacmeter designated on unit roster)? ______

c. Decontamination Teams

(1) # personnel assigned IAW NBC SOP? ______
(2) NCOIC is Control Party alternate? ______
(3) Two trained operators per AN/PDR-27 radiacmeter (designated on unit roster)? ______

d. Chemical Detection Teams

Two trained operators per M256 detector kit and M8 alarm (designated on unit roster)? ______

d. Publications: YES/NO

(1) Are the following publications as a minimum on hand?

AR 220-58, dtd 15 Oct 78. ______
FORSCOM Suppl 1 to AR 220-58, dtd 6 Feb 81 ______
FM 3-12, Operational Aspects of Radiological Defense, ______
dtd Aug 68, w/Chg 1 and 2.
FM 3-22, Fallout Prediction, dtd Oct 73. ______
FM 3-3 NBC Contamination Avoidance ______
FM 3-4 NBC Protection
FM 3-5 NBC Decontamination ______
FM 3-100 NBC Operations
First US Army Reg 350-13 dtd 15 Mar 85 ______
TM 3-4240-279-10, Operators Manual M17/M17A1 Mask, ______
Mar 83, w/Chg 1 ______
TM 3-4240-279-20P, Organizational Maintenance M17/M17A1, ______
dtd Aug 75, w/Chg 1 and 2
99th ARCOM 3-1, NBC Defense Control Party Training Handbook ______
99th ARCOM 3-2, Decontamination Team Training Handbook ______
99th ARCOM 3-3, Detection Survey & Monitoring ______
Team Training Handbook

(2) Are publications on hand for equipment authorized by MTOE CTA 50-900, CTA 50-970 or hand receipt? (Ref Item #4, Pg X-II-4) ______

2. Unit NBC SOP (Ref FM 3-100, Appendix C-1):

a. Does the unit have an NBC SOP Annex? ______

b. Does the SOP have provisions for the following:

(1) NBC Alarm (IAW higher headquarters SOP) ______

(2) Duties and responsibilities ______

(3) Procedures following a nuclear attack ______

(4) Fallout Prediction ______

(5) Radiological Monitoring ______

(6) Reporting Procedures ______

(7) Radiological Surveys ______

(8) Masking and Unmasking Procedures ______

YES/NO

(9) Decontamination Procedures ________

(10) Priorities for Decontamination ________

(11) Control Party and NBC Defense Teams Duties and Responsibilities ________

(12) Mission Oriented Protective Posture (MOPP) procedures and levels ________

c. Does the SOP contain:

(1) Rosters of Team/Party Members, their equipment and duties? ________

(2) Examples of NBC Reports (NBC 1 thru NBC 6) ________

(3) Copies of Radiological Data Sheets (DA Forms 1971-R, 1971-1-R)? ________

d. Is a copy of the unit SOP located with the Battalion/Company Tactical SOP and in the NBC room? ________

3. Training (Ref AR 350-1)

a. Are unit key personnel familiar with the guidance in the 99th ARCOM Training Guide 350-2? ________

(1) Does the annual training schedule reflect appropriate NBC Training? ________

(2) Are NBC Tasks integrated? ________

(3) Does training scenario reflect NBC conditions? ________

b. Are provisions made to utilize NBC Control Party as instructors to train NBC Teams/Parties? ________

c. Is there a list of NBC subjects, attendees, and date of class on hand for subjects taught? ________

d. Are unit personnel aware of expendable items authorized by CTA 50-970 which can be utilized for Defense Team and unit NBC training? ________

e. Are visits being conducted to subordinate units? ________

f. Are NBC Checklists being used by MSC's when visiting subordinate units? ________

g. Is there a copy of checklist on file for each unit visited? ________

h. Is NBC Program at subordinate unit being supervised by MSC? ________

4. Equipment: YES/NO

a. Does the unit have M17 series protective masks? (Ref TM 3-4240-2769-20 and P, w/Chg 1, 2, dtd 29 Aug 75.) ______

(1) Are mask storage facilities adequate? ______

(2) Are masks stored correctly? ______

(3) Are masks appropriately marked (not on carrier)? ______

(4) Is a chart maintained showing individual mask assignments by name and number and coded for date of fitting and testing? ______

(5) Are M258A1 Decon Kits (one per mask-CTA 50-970) present and stored in the carrier? ______

(6) Does a random sampling of masks indicate that they are being properly maintained and cleaned? ______

(7) Are the semi-annual maintenance checks being performed as per DD 314 and results recorded on DA 2407? (DA 2404 for M11s) ______

b. Equipment authorized by TOE/MTOE and CTA 50-900:

(1) Is there a M11 Decontaminating Apparatus (one per tracked/wheeled vehicle, one per crew served weapon-CTA 50-900).

(a) Are authorized items on hand? ______

(b) Is corrosion inhibitor FSN 6840-865-2916 on hand? ______

(2) Radiacmeter IM 174/PD (Ref TM 11-6665-213-12, dtd 31 Jul 69, w/Chg 1 and 2.) ______

(a) Are authorized instruments on hand? ______

(b) Are batteries BA-1288/U and BA-1318/U on hand? ______

(c) Has the instrument been calibrated within the past six months? ______

(3) Radiacmeter IM93/UD: Are authorized instruments on hand or on valid requisition? ______

YES/NO

(4) Charger Radiac Detector PP/1578: Are authorized instruments on hand or on valid requisition? ______

(5) Radiac Set AN/PDR 27 (Ref TM 11-6665-209-15, dtd 2 Sep 60, w/Chg 1, 3, 6, 7):

(a) Are authorized instruments on hand or on valid requisition? ______

(b) Are batteries BA-30 on hand? ______

(6) M5A2 Fallout Predictor (FSN 6665-106-9595): Is there at least one predictor on hand? ______

(7) Are the required amount of M-8 chemical alarms on hand or on valid requisition? ______

(8) Marker, Contamination, M257 are the required number on NBC Marking Sets on hand or on valid requisition. ______

COMMANDERS CHECKLIST

- ARE MY COMMISSIONED OFFICERS AWARE OF THE PRINCIPLES AND TECHNIQUES OF UNIT NBC DEFENSE?
- DO I HAVE SUFFICIENT NBC DEFENSE TEAMS APPOINTED AND TRAINED?
- DOES MY UNIT CONDUCT INTEGRATED NBC TRAINING DURING FIELD EXERCISES?
- DO THE INDIVIDUALS OF MY UNIT RECOGNIZE THE ALARM FOR CHEMICAL AND BIOLOGICAL ATTACKS?
- CAN THE INDIVIDUALS OF MY UNIT PROPERLY DON, SEAT, CLEAR, AND CHECK THEIR PROTECTIVE MASK (WITH HOOD ATTACHED) WITHIN ESTABLISHED STANDARDS?
- CAN THE INDIVIDUALS OF MY UNIT PROPERLY DON CHEMICAL PROTECTIVE CLOTHING?
- CAN THE INDIVIDUALS OF MY UNIT EFFECTIVELY FIRE THEIR INDIVIDUAL AND CREW SERVED WEAPONS WHILE WEARING THE COMPLETE NBC PROTECTIVE ENSEMBLE?
- CAN THE INDIVIDUALS OF MY UNIT PERFORM PERSONAL EQUIPMENT, CLOTHING, AND WEAPON DECONTAMINATION?
- CAN THE INDIVIDUALS OF MY UNIT PERFORM PROPER FIRST AID FOR CHEMICAL CASUALTIES?
- CAN THE INDIVIDUALS OF MY UNIT RECOGNIZE THE STANDARD NATO MARKERS FOR NBC CONTAMINATED AREAS?
- CAN THE INDIVIDUALS OF MY UNIT PERFORM THEIR NORMAL COMBAT MISSION WHILE WEARING THE COMPLETE NBC PROTECTIVE ENSEMBLE FOR PROLONGED PERIODS OF TIME (6 HOURS)?
- CAN MY UNIT PERFORM ITS MISSION IN AN NBC ENVIRONMENT?

ANNEX Y

FIRST US ARMY TRAINING EVALUATIONS

1. GENERAL. First US Army Office of Training Evaluation (OTE) conducts periodic, short-notice evaluations of 99th ARCOM units. Evaluations are conducted on weekend MUTAs by First Army officers and last for one day.

2. PROCEDURES. a. Normally, the ARCOM Headquarters is contacted by the OTE office on a Thursday to alert of an impending OTE visitation and to verify unit location and date of MUTA. Primary and alternate units scheduled for evaluation are announced at that time.

b. On Friday afternoon, OTE officer evaluator will visit evaluated unit to verify MUTA training schedule and to pick up a copy of unit's approved Yearly Training Program. Evaluator will announce which day of the MUTA will be evaluated.

c. OTE evaluator will return to the unit in time to observe the opening formation.

d. Checklist (Appendix I) used by evaluators is attached to this Annex. It is constantly being updated and provided to units as a useful tool to conduct internal self-evaluations and to provide training assistance.

e. OTE evaluator will conduct an exit interview with unit commander and announce results of the evaluation.

3. POLICY. a. As soon as this Headquarters is informed of scheduled OTE visitation, the following will be informed immediately:

(1) Senior headquarters of unit to be evaluated.

(2) Readiness Group, Oakdale.

(3) Command section.

b. Senior headquarters of unit to be evaluated will inform the unit immediately and assist as necessary.

c. As soon after the exit interview as possible, the results of the evaluation will be telephoned up the chain-of-command to this Headquarters, ATTN: DCST Office.

4. UNIT PREPARATION AND SCHEDULE OF EVENTS. When informed of an impending OTE visitation, unit should implement immediately the following schedule of events:

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a. Thursday Afternoon:

(1) Exercise unit alert roster to call together key personnel within unit's chain of command for a training meeting Thursday night - all officers, 1SG, Training NCO, weekend instructors and any other individual key to the weekend's training.

(2) Review OTE Checklist attached as enclosure to this Annex.

(3) Request RGO assistance.

b. Thursday Night:

(1) Pay special attention to "Key Questions" listed in OTE Checklist, Part VII - Training Leadership. (Appendix I)

(2) Review Yearly Training Program - Mission Essential Task List (METL) includes Capstone wartime missions provided by CAPSTONE higher headquarters; METL indicates prioritization and "GO/NO GO" status. See Part IV, Yearly Training Program, OTE Checklist. Unit commander should be able to discuss unit's training priorities. This is first thing to accomplish since evaluator will come by unit on Friday to pick up and study YTP prior to actual evaluation of unit.

(3) Review Planned Weekend Activity - Instructors prepared and know task, conditions and standards; training aids on hand; lesson outline prepared, training is performance-oriented; personnel to attend understood. See Part II, Conduct of Training OTE Checklist.

(4) Check Training Schedules - Planned training is actually on TS; training scheduled reflects commander's goals and objectives addressed in YTP, and all changes are approved and on hand. See Part III, Training Management, OTE Checklist.

(5) MOS Qualification - Identify all soldiers not MOS qualified, list training program individual enrolled in, check for progress of individual, including documentation. See Part V, MOS Qualification Programs, OTE Checklist.

(6) Attendance and Appearance - Plan to initiate entire unit alert plan on Friday. Include in alert message:

(a) Unit will be evaluated during MUTA by First Army.

(b) Reporting Time - Should be at least 15 minutes earlier than normal.

(c) Uniform and Appearance - Completer uniform-of-the-day, neat and clean, patches, haircuts. See Part VI, Appearance of Personnel, OTE Checklist.

c. Friday and Friday Night:

(1) Implement unit alert notice.

(2) Continue to improve planned weekend training activities.

(3) Higher headquarters commands visit and assists units.

(4) Unit commander review all OTE Checklist items to become intimately familiar with training leadership key questions.

d. Conduct of Evaluation - Saturday or Sunday:

(1) Unit commander meet evaluator, orient on training activities to be conducted and escort through evaluation.

(2) Inspect soldiers at initial formation and take corrective action on appearance problems.

(3) Unit leaders (officers and NCOs) actively supervise activities. Make on-the-spot corrections.

(4) Be prepared to conduct concurrent training, "hip-pocket" or opportunity training, during lulls to optimize limited prime-time training periods.

(5) Ensure every individual in the unit is accounted for. Be sure to include personnel at other training, schools, IADT, special projects, authorized RST, etc. See Part I, Attendance, OTE Checklist. Pay special attention to this item.

e. After Evaluation:

(1) Report evaluation results to higher headquarters as soon as possible immediately after exit interview with First Army evaluator.

(2) Begin corrective action of deficiencies noted.

(3) Recognize soldiers who contributed toward a satisfactory rating.

Appendix I
FUSA Annotated Unit Evaluation Checklist

ANNOTATED UNIT EVALUATION CHECKLIST

1a. UNIT and ADDRESS: Verify and enter complete unit address(es)

(For consolidated unit evaluations/reports, see pertinent "NOTE.")

b. TRAINING LOCATION: Armory/Reserve Center/Local Training Site/Major Training area

c. MAJOR COMMAND: Identify State National GUARD/MUSARC/GOCOM

d. UNIT IDENTIFICATION CODE: 6-digit alphanumeric designation for each evaluated unit

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2. PERSONNEL CONTACTED: by rank, name and position. Normally include the unit commander, OIC, 1SG and other key individuals. Also indicate higher headquarters and advisory (AC) soldiers who provide pertinent input and those briefed.

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3. TRAINING EVALUATED: Actual number of hours* (HOURS) DATE: Day or days addressed in evaluation

*Include specific hours of night training observed

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4. ATTENDANCE:

Soldiers credited as present for priority training:

Number (per page 3) % of Available (per page 3)

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5. SUMMARY OF EVALUATION:

		RATING	
		SAT	UNSAT
PART I	Attendance		
PART II	Conduct of Training		
PART III	Training Management		
PART IV	Yearly Training Program (YTP)		
PART V	MOS Qualification (MOSQ) Programs		
PART VI	Appearance		
PART VII	Training Leadership		
PART VIII	Special Areas of Interest*		
PART IX	Headquarters Evaluation*		

*As Applicable - See Checklist for Details

Name and Rank of Evaluator

Signature of Evaluator

AUTOVON: 923-5043/5703 FTS/Commercial (301) 677-5043/3875

AFKA-TR-TE Form #1 (OCT 86) This form supersedes Oct 85 edition which is obsolete.

KEY QUESTIONS*

AREA	UNIT EVALUATION CHECKLIST	ANNOTATED UNIT EVALUATION CHECKLIST
ATTENDANCE:		
Q-3	page 3	page 3
CONDUCT OF TRAINING:		
Q-2	page 4	page 4
Q-6	page 4a	page 4a
TRAINING MANAGEMENT:		
Q-1	page 5	page 5
Q-4	page 5	page 5
Q-10	page 5b	page 5c
YEARLY TRAINING PROGRAM (YTP):		
Q-1a	page 6	page 6
Q-5a	page 6b	page 6d
Q-5d	page 6c	page 6d
Q-5e	page 6c	page 6e
Q-5f	page 6c	page 6e
Q-6a	page 6d	page 6e
Q-7	page 6e	page 6f
MOS QUALIFICATION (MOSQ) PROGRAMS:		
Q-1a	page 7	page 7
Q-2	page 7	page 7
Q-3	page 7	page 7
APPEARANCE:		
Q-1	page 8	page 8
Q-2	page 8	page 8
Q-3	page 8	page 8
TRAINING LEADERSHIP:		
(See assessment criteria page 9)	page 9	page 9

*A NO response to any one of these questions will result in an "Unsatisfactory" rating for that area of the evaluation.

Note:

1. Consolidated Reports. (Two or three units evaluated and only one report prepared.) A consolidated report will be considered only when units of the same battalion/company are training in the same area and on the same subjects, e.g., battalion controlled weapons qualification, civil disturbance training, or a company and organic detachment training together. Separate companies and organic units of different parent organizations, will not be included in the same consolidated report. Attendance data will be obtained from each company and annotated separately on the cover page. Additionally, not more than three subordinate units of any one parent organization (battalion) may be evaluated for a given IDT period. (This is to allow for future, timely evaluations within the same battalion.)

2. Training Battalions. Evaluations of training companies within a training battalion will be reported on one unit evaluation report. PART I - ATTENDANCE for the battalion as a whole. The information for page 1, para 4 will be reported from the consolidated PART I - ATTENDANCE (page 3).

6. GENERAL OBSERVATIONS: An executive summary of the evaluation areas listed on the cover sheet (p 1) is presented, highlighting key questions addressed within the checklist. Areas not evaluated will not be addressed unless the evaluator has information that can prove beneficial to the unit. In such instances, an "Additional Comments" paragraph will be added at the end of the "General Observations." The following guidelines are provided for consideration and guidance in each evaluated area:

a. Attendance. Satisfactory or Unsatisfactory. The basic criteria for meeting Army standards in this area is attainment of 85 percent of the available soldiers credited for priority training attendance. A statement of priority training attendance strength and percentage of personnel available for training will be made here. Specific comment will be made if accountability and/or attendance warrants emphasis, i.e., excessive absenteeism, inability to account for personnel in a reasonable amount of time, retention of an excessive number of excused absentees (administrative separation delays) or poorly managed Regular Scheduled Training/Split Unit Training Assembly/Equivalent Training (RST, SUTA, ET) categories. Personnel attached to the evaluated unit will not be included in the strength figures. Strength/attendance information obtained by the evaluator is for the initial unit training assembly (UTA) of the evaluation.

b. Conduct of Training. Satisfactory or Unsatisfactory. The Army standards are that the training be performance-oriented and effective use is made of the available time. Those major activities evaluated will be listed. The criteria for meeting Army standards in this area are whether, in the judgement of the evaluator, the training was conducted to specified standards and was productive (as proven by validation). Training must be performance-oriented and conducted to specified standards from Soldier Manuals, ARTEP Manuals, and Unit Training Programs (UTP). Leaders should consider all training opportunities when conducting routine administrative/mission support activities. These activities do not eliminate the leadership responsibility to evaluate soldiers performance. Additionally, training should relate to and improve the unit's capability to accomplish its wartime and contingency missions. All routine administrative/mission support activities should be based on performance-oriented training techniques, supported by workplans, and evaluated by leaders. Training objectives should be made clear to soldiers at the beginning of training; a demonstration (as appropriate) and practice should follow; and the training session should culminate in a performance test for individual training or an evaluation for collective training.

c. Training Management. Satisfactory or Unsatisfactory. The Army standards are: unit training schedules adequately reflect the objectives and guidance expressed in the YTP (YTC/METL), leaders follow the published training schedule, and the training reflects command emphasis on trainer preparation and coordination of resources. Specific comments will be made when the observed training is not totally under the control of the unit commander, e.g., battalion controlled ranges and FTXs. If the commander has not implemented the Individual Training and Evaluation Program, and/or the unit has more than 30 percent of the assigned strength not MOS qualified, the evaluator will make a comment on individual skill training planned and scheduled.

d. Yearly Training Program (YTP). Satisfactory or Unsatisfactory. The standard for the YTP is a document consisting of a narrative, a Yearly Training Calendar (YTC) and a Mission Essential Task List (METL). The components of the YTP must correlate. The METL must consist of selected mission-essential tasks that support the wartime mission on a FORSCOM Form 1-1-R, be assessed, prioritized, and reviewed/updated as appropriate. Mission essential tasks selected for that training year must be programed on the YTC. Deficiencies in any of these areas or if the document is not being adequately used, results in this area not meeting standards.

e. MOS Qualification (MOSQ) Programs. Satisfactory or Unsatisfactory. The Army standard includes identification of unqualified soldiers, enrollment in appropriate programs, monitorship for timely progress by leaders, and award of the DMOSC. The evaluator will indicate the percentage of unqualified soldiers based on the assigned strength. See paragraph c Training Management.

f. Appearance of Personnel. Satisfactory or Unsatisfactory. The Army standard in this area is determined by the proper wear of the uniform and grooming as outlined in AR 670-1 and enforcement of a weight control program as outlined in AR 600-9. In all respects, the unit must meet Active Component standards. These standards should be maintained throughout the drill period, not just the first formation. Considerations are unshined boots, unauthorized or missing uniform items, and a poor example set by unit leaders.

g. Training Leadership. Satisfactory or Unsatisfactory. The Army standard in this area is based on the results of selected key questions within the areas of: Conduct of Training, Training Management, Yearly Training Program, and MOS Qualification Programs. The evaluator will make specific comments concerning leadership factors that may have contributed to a key question meeting or not meeting Army standards. Those leadership factors include: an effective system of developing the leadership capabilities of subordinate leaders through NCODP and Officer Professional Development Programs (OPD); effective supervision of training and effective participation by the chain of command in the training activities to ensure training is executed to standards and effective use of available training time is made.

h. Common Task Skills Sampling as (appropriate). At an appropriate time, the evaluator will check the proficiency of a random sample of officers, NCOs and EM in accomplishing common task which is one of the 17 common tasks identified for testing during the Training Year. The results will be recorded as follows: "The proficiency of ______ officers, ______ NCOs, and ______ EM to perform SM Task NR, Title was randomly sampled during the evaluated IDT. ___ officers, ___ NCOs, and ___ EM received a "GO". This task had previously been trained during ______ IDT.

PART I - ATTENDANCE

---

1. UNIT AUTHORIZED/ASSIGNED	OFF	WO	ENL	TOTAL	
a. AUTHORIZED					
b. ASSIGNED					____% Percent of auth assigned (b/a)
c. SUBSTANTIATED DISCHARGE/ TRANSFER ACTIONS					
d. ASSIGNED SOLDIERS AVAILABLE FOR TRAINING (ASSIGNED LESS DISCHARGE/ TRANSFER)					

2. CREDITED FOR PRIORITY TRAINING ATTENDANCE

	OFF	WO	ENL	TOTAL	
e. PHYSICALLY PRESENT					____% Percent of available present (e/d)
f. EQUIVALENT TRAINING					
g. REGULARLY SCHEDULED TRAINING (RST)/ SPLIT UNIT TRAINING ASSEMBLY (SUTA)					
h. ATTENDING MILITARY SCHOOL					
i. SOLDIERS ATTENDING INITIAL ACTIVE DUTY TRAINING (IADT)					

3. TOTAL CREDITED PRIORITY TRAINING ATTENDANCE j. ______ ____%*
Percent of available credited for tng (j/d)

4. ATTENDANCE CATEGORIES NOT CREDITED:

EXCUSED	UNEXCUSED	POORLY PLANNED RST/SUTA or Improper use of ET
k.______	l.______	m.______

*Priority training attendance standard established at 85% (AR 140-1, para 3-9b, Letter, AFKA-TR, HQS FUSA, 15 OCT 82, subj: First United States Army Standard for Inactive Duty Training (IDT) Attendance)

Formulas to compute totals: j = (e + f + g + h + i)
d = (j + k + l + m)

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*KEY QUESTION

PART I - ATTENDANCE (Cont'd)

1. Were assigned soldiers accounted for in an accurate manner? [AR 140-1, para 3-9 thru 3-12; and NGR 350-1, para 2-1 thru 2-8.] Specific statements will be made if accountability or attendance procedures warrant comments; e.g., inability to properly account for soldiers in a reasonable time, late personnel given credit for attendance, individuals improperly excused from attendance (not in accordance with current regulations), and individuals credited with a RST/SUTA which is poorly planned or the improper use of ET.

2. The following soldiers are pending discharge or transfer actions. Discharge or transfer actions will be documented. Provisions for separation of enlisted personnel for both USAR and ARNG are contained in AR 135-178, as supplemented by TA Suppl 1 and AR 135-91. The most common reason for separation is unsatisfactory participation (9 or more unexcused absences during a 12 month period UP AR 135-91). For USAR units, unsatisfactory participation will be documented. For ARNG units, the documentation will generally be in letter form, subject: Separation under AR 135-178. Documentation for other separation actions is prescribed in TA suppl 1 to AR 135-178. If the unit commander cannot substantiate appropriate command action, the absence(s) will be categorized as excused or unexcused and not credited for priority training.

3. The following soldiers, by category, were not credited for priority training attendance:
Only physically present soldiers, those on RST/SUTA or equivalent training (ET), attending Military Schools or attending IADT are counted as being involved in priority training. The categories of excused, unexcused, and poorly planned RST/SUTA or improper use of ET do not count toward the 85% standard for priority training attendance.

EXCUSED	UNEXCUSED

Poorly Planned RST/SUTA
or improper use of ET

PART II - CONDUCT OF TRAINING

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1. What activities were seen? To provide a framework for the conduct of training evaluation, the major activities seen during the drill will be listed. Any significant activity not seen by the evaluator should also be listed, e.g. a platoon-size element at weapons qualification or a large number of soldiers (15-20% of assigned strength) attending a USAR school or other training activity.

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*2. Was performance-oriented training conducted? [AR 350-1, para 1-8v(7); FORSCOM Reg 350-2, para 2-1g, 2-2b, 2-7, and 2-7a (1 thru 3); FM 25-1, p. 4 and 10; FM 25-2, p. 71-73; and FM 25-3, Chap 3 thru 7 and App. A] The use of performance-oriented training techniques, as outlined in the above references allow the soldier to evaluate their own performance while providing feedback to the trainer. Performance-oriented training is characterized by the use of TASKS, CONDITIONS, and STANDARDS from appropriate current Soldiers Manuals, ARTEPs, Unit Training Programs (UTP's), and a pretest and post test administered. Leaders should consider all training opportunities when conducting routine administrative/mission support activities. These activities do not eliminate the leadership responsibility to evaluate soldiers performance. Additionally, training must relate to and improve the unit's capability to accomplish its wartime and contingency missions. All routine administrative/mission support activities should be based on performance-oriented training techniques, which may be supported by workplans, and evaluated by leaders. Failure to conduct performance-oriented training, will result in a rating of "Unsatisfactory" for this part.

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3. Were decentralized concepts used in executing training? [FORSCOM Reg 350-2, para 1-3b; and FM 25-2, p.33] The commander's training policy should be based on centralized planning and control, and decentralized execution. Well planned and supervised decentralized training has these characteristics: (1) Places authority and responsibility at the lowest element capable of effectively managing the training. (2) Tailors training to specific needs. (3) Applies any limited resources to priority training. (4) Trains junior leaders by involving them in managing the time and training of their subordinates.

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4. Was a favorable training environment evident? [AR 350-1, para 3-3b, and FM 25-3, Chap 3 p. 16] A favorable environment is characterized by challenging activities, enthusiastic and attentive soldier participation, aggressive and innovative trainers, and a location free of excessive distractions. The evaluator will consider whether or not the training being conducted is in an environment under which the unit will fight.

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*KEY QUESTION

PART II - CONDUCT OF TRAINING (Cont'd)

5. Was concurrent training conducted? (Examples: time scheduled for washing vehicles used as a decontamination exercise, wearing NBC protective masks and ensembles during weapons qualification, bore sighting, crew drill, and maintenance training; and incorporating mission support requirements with SM and ARTEP task training during an FTX.) [AR 350-1, para 4-6d; Appendix B to FORSCOM Reg 350-2, para B-3e; FM 25-2, p. 34; and FM 25-3, Appendix F] The use of concurrent training in support of primary objectives allows for maximum use of available time. Concurrent training should be scheduled. These techniques enhance the value of collective training for the individual soldier and allow for the productive use of available time. This question relates to Question 6 below.

*6. Was effective use made of available training time? (Characterized by the effective training of all soldiers in mission-related tasks; preparation for and use of opportunity/"hip-pocket" training where appropriate to maximize limited time) [FORSCOM Reg 350-2, para 1-2 and 2-4; FM 25-2, p. 66; and FM 25-3, Appendix E] Time is a critical training resource. Failure to effectively use all available time will result in a rating of "Unsatisfactory" for this part. The answer to this question considers the results of questions; 2, 3 and 5, Conduct of Training.

7. Was training and/or unit activities conducted in a safety conscious environment? [FM 25-3, p.2] Were appropriate safety measures applied to the training being conducted? Examples of safety violations include: smoking in no-smoking areas, backing vehicles without ground guides, lack of safety briefings prior to convoys, flammable materials stored improperly, and leaders not taking appropriate corrective action.

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*KEY QUESTION

PART III - TRAINING MANAGEMENT

*1. Did training schedules (TS) correlate to the Yearly Training Calendar (YTC) and Yearly Training Program (YTP) objectives and guidance? [AR 140-1, para 3-1c, d(1); AR 350-1, para 2-4; FORSCOM Reg 350-2, para 2-5d(3)(a); and FM 25-2, p. 45-46] The TS must contain the activities programed on the YTC and conform to the YTP guidance. The evaluator will review several TSs to confirm that the YTC is being used to develop the TS. A "NO" response to this question will result in a rating of "Unsatisfactory" for this part.

2a. Did the TS contain information indicated below ? [FORSCOM Reg 350-2, para 2-6d(3b); FM 25-2, pp.54-60; and FM 25-3, pp. 69-70]

Individual tasks	____	Responsible trainers	____
Collective tasks	____	Uniform and special equipment	____
Dates and starting times	____	Elements and individuals to be trained	____
Training locations	____	Concurrent Training	____

b. Was opportunity training mentioned in the TS notes? [FM 25-2, p. 64; and FM 25-3, Appendix E]

3a. Were training schedules developed at least 3 months prior to the IDT period? [FORSCOM Reg 350-2, 2-6d(3) and (4), and 2-6f(2); and FM 25-2, Chap 5 p. 65]

b. Was the TS distributed in sufficient time for trainer preparation and did leaders make sure that all unit members receive timely information as to its contents?

Training schedules should be drafted no later than 3 months and as a minimum, published 2 months prior to the conduct of training. A finalized copy of this training schedule should be distributed and conspicuously posted in the unit area prior to drill. Schedules will be directive in nature and will as a minimum include the information underlined in Q2a above above. A new monthly training schedule should be added after the current month's training is conducted. The next TS is then finalized and those remaining are further detailed and coordinated. A major product of a training meeting should be a training schedule for the drill three months away. (see Q-8, this part)

*KEY QUESTION

PART III - TRAINING MANAGEMENT (Cont'd)

*4. Were leaders following the published TS? [AR 350-1, para 2-4; and FORSCOM Reg 350-2, para 2-6d(4) and 2-6f(2)] The evaluator should be alert to those units which publish a "good" TS but whose leaders follow a different course of action. Schedules are "flexible" but should not be disregarded. Leaders should train to the task - not to the time. The commander has ample opportunity to modify the TS before the drill; however, activities which are resource dependent should be "locked-in" for a three month period. Only in extreme circumstances should major changes be made to a schedule after it has been distributed. A "NO" response to this question will result in a rating of "Unsatisfactory" for this part.

5. Were scheduled training events changed as a result of nonessential training, support, or short notice higher headquarters requirements? [FORSCOM Reg 350-2, para 1-2; and FM 25-2, Chap 5 p. 65] Particular note should be made of who directed the changes and why. Since the commander is ultimately responsible for training in his unit, commanders at all echelons must assist by ensuring training detractors are eliminated and mandatory support taskings are minimized. Directed changes should be identified early allowing the unit commander to react in a well planned, organized and timely manner.

6. Did trainers prepare Training Outlines or Training and Evaluation Plans (T&E Plans) which were task rather than time oriented and were their outlines "briefed back" to supervisors to check instructor preparation and competence? [FORSCOM Reg 350-2, para 2-6e(1); FM 25-2, Chap 5 p. 67-68; and FM 25-3, Chap 3 pp. 19-27] A Training Outline should be prepared for all task training. It is recommended that the Training Outline or annotated Soldier Manual extract formats in FM 25-3, Chap 3, pp. 19-23 be used so as to preclude important information from being omitted. Training Outlines should be used in the conduct of individual training. Training and Evaluation Plans are developed from the ARTEP Training and Evaluation Outlines (T&EO) and should be used in the conduct of collective training. For example: Training activities identified on the YTC and TS for training, to include administrative and support tasks which are ARTEP/UTP referenced should have a Training Outline or T&E Plan to be used by the trainer to evaluate the activity. When a trainer appears unfamiliar with the T&E Plan, the evaluator will comment on trainer effectiveness.

7. Were work plans used to organize routine administrative and support activities and to show time for task training? [FORSCOM Reg 350-2, para 2-6e(2)] Informal work plans may be used to organize routine administrative and support activities and identify time for task training. Work plans are not a substitute for Training Outlines or TSs and should not be prepared after the action in the manner of an after-action-report. The work plan should be prepared prior to the IDT and reviewed by the unit commander.

PART III - TRAINING MANAGEMENT (Cont'd)

8. Were monthly training meetings conducted to review training accomplishments, identify resources, assign responsibilities, check preparations for near-term and future training, and review/update the Yearly Training Calendar and METL as necessary? [FORSCOM Reg 350-2, para 2-6d(5); Annex B, 1A Suppl 1 to FORSCOM Reg 350-2, para B-5c; and FM 25-3, Appendix C] The TS is the product of the training meeting. Evaluators should question managers and trainers about how training meetings are conducted, who attends, and what information is exchanged. The training meeting should have a set time, set membership, and set agenda which will minimize time spent on topics not related to training. Use of the sample agenda in FM 25-3, Appendix C, p. 55 for the conduct of the training meeting is helpful to ensure that key training information is not inadvertantly missed by the commander.

9. Were unit leaders/trainers using the results of the below listed evaluations/tests to identify weaknesses in both individual and collective training? [AR 350-1, para 1-8v(2) and 3-3d; AR 350-37; FORSCOM Reg 350-2, para 2-7; FM 25-2, p.29; and FM 25-3, Chaps 2, 3, and 7]

a. Unit ARTEP evaluations [FORSCOM Reg 350-2, para 2-7a(4) ________

b. Has an external ARTEP of the unit been conducted within the last three years? [FORSCOM Reg 350-2, para 2-7a(4)]

Date completed____________ Date scheduled____________

The evaluator will determine when the ARTEP was conducted or when scheduled to be conducted.

c. The results of the Army's Individual Training and Evaluation Program (ITEP) [AR 350-37, para 1-8; and FORSCOM Reg 350-2, para 2-7a(2)]

Unit Summary Reports (USR) for CTTs and SQTs [AR 350-37, para 2-5 and 4-9e] ____

Individual Soldiers Reports (ISR) for SQTs [AR 350-37, para 4-9b] ____

Commander's Evaluation [AR 350-37, Chap 3] Results are recorded on DA Form 5164-R (Hands-On Evaluation). ____

PART III - TRAINING MANAGEMENT (Cont'd)

Commanders will use the results from the ITEP in training management. Emphasis on particular individual tasks during training can be changed depending on the evaluation results. Commanders evaluations should be the primary tools for adjusting training plans based on wartime training needs. CTT and SQT results can assist commanders in this effort. The evaluator will determine the responses for the above questions through discussion with unit leaders and document review. (Note: Job Books will only be reviewed by the evaluator if used to identify tasks for SOJT programs - PART V.) Unit leaders should be aware of and using each of the programs. (Are they: aware of when the unit will receive it's external ARTEP? - scheduling personnel for SQTs based on published windows (biannually)? - scheduling personnel and conducting CTTs (biannually)? - conducting Commander's Evaluations of individual tasks?) If SQTs and CTTs are being conducted, are the results (ISRs and USRs) readily available to the leaders and are they being used to adjust the Yearly Training Program to correct identified individual training weaknesses? (see Q-7b, PART IV)

*10. Was there sufficient evidence to indicate that the unit leadership had placed necessary command emphasis on trainer preparation and coordination of resources? [FORSCOM Reg 350-2, para 2-1d and 2-3c; FM 25-2, Chap 5; and FM 25-3, Chap 4] Was the preparation for the day's activities obvious during the conduct of training? Were trainers prepared to conduct the scheduled training (ie., trainers familiar with the task(s) to be trained, training outlines prepared, training materials necessary to conduct performance-oriented training on hand and properly used)? Consider responses to Conduct of Training, Q-2 (performance-oriented training), and Training Management, Q-6 (Training Outlines). If a "no" is determined for this question, the evaluator will identify when the commander and trainers had received BTMS/FM 25 series training. A "No" response for this question will also result in a rating of "Unsatisfactory" for this part.

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*KEY QUESTION

PART IV - YEARLY TRAINING PROGRAM (YTP)

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*1a. Was there a Yearly Training Program (YTP) for the unit? (A battalion, separate company, or detachment document) [AR 140-1, para 3-1d(1); AR 350-1, para 1-8u; FORSCOM Reg 350-2, para 2-6; and Annex B, 1A Suppl 1 to FORSCOM Reg 350-2, para B-2] Battalion, separate company, detachment commanders and headquarters company/detachment commanders at echelons higher than battalion will develop a YTP. An organic company of a parent battalion is required to have a copy of the parent unit's YTP narrative, a company Yearly Training Calendar and Mission Essential Task List. The absence of a YTP will result in a rating of "Unsatisfactory" for this part. The evaluator will request to see any related documents or calendars that could be considered as training plans before making a final judgement.

b. Identify the headquarters or agency and individual that reviewed or approved the YTP. [FORSCOM Reg 350-2, para 2-6f(1); and Annex B to 1A Suppl 1 to FORSCOM Reg 350-2, para B-4] Higher headquarters will normally review and approve subordinate unit YTPs. YTPs are normally reviewed by the Reserve Component commander above the unit for which the YTP is developed. Review will be noted in writing and will be maintained on file with the YTP. (Note - the evaluated unit (organic to a battalion) may not have a file copy of the review letter.)

Headquarters/Agency________________ Signed by: Name - ________________
Position - ________________

c. Did subordinate unit commanders have input into the YTP?

Each subordinate company/detachment level unit has certain strengths and weaknesses that are mutually exclusive from other like type units. This is a result of many factors (leadership, personnel, and availability of resources). This must be addressed when formulating the YTP at the battalion level. Subordinate unit commanders must input those unit peculiar objectives that support the command objectives. This will assist in the planning for effective allocation of training resources to include: time, improved management, and the best sequence for execution of selected METL tasks.

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2. Did the YTP include: [Annex B to 1A Suppl 1 to FORSCOM Reg 350-2]

a. A narrative providing guidance on: [FORSCOM Reg 350-2, para 2-6c (2)]

______ Command objectives ________Priorities
(1). Relating to the METL or in Task, Condition, Standard format.
(2). Include selected mission essential tasks for each subordinate unit or element.

______ Unit peculiar objectives ________Resource Allocations

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*KEY QUESTION

PART IV - YEARLY TRAINING PROGRAM (YTP) (Cont'd)

Command objectives are the primary training guidance from the commander that identifies the collective training direction. These objectives must directly relate to the unit's Mission Essential Task List (METL) assessment based on the wartime mission [FORSCOM Reg 350-2, para 1-4]. The tasks each subordinate unit will train on will vary based on urgency and the resources available. Therefore, leaders must identify and organize selected METL tasks in order of their priority. For guidance in preparation of the YTP narrative see Appendix A to Annex B to 1A Supplement 1 to FORSCOM Reg 350-2.

b. ________A Mission-Essential Task List (METL)
[Annex B to 1A Suppl 1 to FORSCOM Reg 350-2, para B-2b(2)]

The METL identifies the mission essential tasks the unit must perform based on the wartime mission. For guidance on preparation of the METL see Appendix B to Annex B to 1A Supplement 1 to FORSCOM Reg 350-2 and FORSCOM Pam 135-3, para A-4.

c. ________A Yearly Training Calendar (YTC).
[FORSCOM Reg 350-2.para 2-6c(2); and Annex B to 1A Suppl 1 to FORSCOM Reg 350-2, para B-2b(3)]

The YTC is the long-range planning matrix that establishes the time phased implementation plan for the conduct of training during the current training year to achieve the training objectives outlined in the YTP guidance. For guidance on the preparation of the YTC see Appendix C to Annex B to 1A Supplement 1 to FORSCOM Reg 350-2.

PART IV - YEARLY TRAINING PROGRAM (YTP) (Cont'd)

3. Did the YTP address the following training requirements (if applicable)? [FORSCOM Reg 350-2; and Appendix A to Annex B, 1A Suppl to FORSCOM Reg 350-2]

______ Training Exercises [FORSCOM Reg 350-2, para 3-4; and FORSCOM Reg 350-4]
- a. CPX's annually
- b. FTX's
- c. other

______ Special Training Events [AR 350-37; and App A to Annex B to 1A Suppl 1 to FORSCOM Reg 350-2, para 5]
- a. SQT
- b. CTT
- c. Special programs
- d. other

______ Physical Fitness Programs and Testing [FORSCOM Reg 350-2, para 3-2]
- a. Dates
- b. General procedure
- c. Training

______ Weapons Qualification [FORSCOM Reg 350-2, para 3-3 and App B; 1A Suppl 1 to FORSCOM Reg 350-2, para 7]
- a. Weapons by type
- b. Concept of qualification
- c. Dates
- d. Location
- e. Incorporates STRAC
- f. Pre-marksmanship training

______ Medical Training [FORSCOM Reg 350-2, para 3-7]
- a. Program for MOS qualifying
- b. Civilian Sponsored Unit Program
- c. Contract Training Program (CTP)

______ Supply Management [FORSCOM Reg 350-2, para 3-11]
- a. Unit level
- b. Supply related MOS'
- c. Unit Supply Mgmnt System (USMS) workshops

______ Intelligence Training [FORSCOM Reg 350-2, para 3-12]
- a. OPSEC
- b. COMSEC
- c. Intell MOS'

______ Mobilization/Deployment Training [FORSCOM Reg 350-2, para 1-4 and 3-9; and App A to Annex B to 1A Suppl 1 to FORSCOM Reg 350-2, para 13]

______ Noncommissioned Officer Development Program (NCODP) [AR 350-17; FORSCOM Reg 350-2, para 2-2(c)]
- a. Program
- b. Schools

______ Officer Professional Development Programs [FORSCOM Reg 350-2, para 1-3e]
- a. Program
- b. Schools

PART IV - YEARLY TRAINING PROGRAM (YTP) (Cont'd)

____ Civil Disturbance Training [AR 350-7; and FORSCOM Reg 350-2, para 3-6]

____ NBC Training [AR 220-58, FORSCOM Reg 350-2, para 3-10; 1A Reg 350-13; and 1A Suppl 1 to AR 220-58]
a. Individual
b. Team
c. Annual Ind Prof Test

____ Maintenance Training [FORSCOM Reg 350-2, para 3-5]
a. Concept
b. Operator
c. PMCS
d. Maint MOS training

____ Core Requirements [FORSCOM Pam 135-3, para A-3b, and 1A Suppl 1 to FORSCOM Reg 350-2, para 1]

____ Support Requirements [FORSCOM Reg 350-2, para 2-6c (2)(c)]

____ SIDPERS Training [FORSCOM Reg 350-2, para 3-8]

____ Nuclear Mission Training [FORSCOM Reg 350-2, Appendix C]

____ Evaluations [FORSCOM Reg 350-2, para 2-7]
a. Internal
b. External

____ Schools [App A to Annex B to 1A Suppl 1 to FORSCOM Reg 350-2, para 20]
a. USAR Schools
b. Formal Army Schools
c. other programs

____ MOS Qualification Programs [FORSCOM Reg 350-2, para 2-2a, and 1A Reg 135-2]
a. Concept
b. Formal
c. ACCP
d. SOJT

The YTP should contain detailed training guidance for identified specific FORSCOM and DA subject areas. The narrative, used in conjunction with the Yearly Training Calendar, should answer: Who?, What?, When?, Where?, How?, and To what standards?

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4. Did leaders develop a Unit Mission List (UML) of all assigned missions and collective tasks the unit is expected to perform? [App B to Annex B to 1A Suppl 1 to FORSCOM Reg 350-2, para 3; FM 25-2, Chap 3; and FM 25-3, Appendix B] Battalion, company, and detachment commanders will develop a UML of all assigned missions and collective tasks the unit is expected to perform. The UML must contain stated and implied combat, contingency, supplementary, administrative missions and collective tasks as described in ARTEP's, TOE's and other mission directives. This requirement also applies to units which do not have specific published ARTEP's. Units for which an ARTEP is not published will be guided by local Unit Training Programs (UTP) prepared in ARTEP type format and will be reviewed and approved by the RC commander two levels above the unit for which the UTP is developed. Approval will be made in writing and will be maintained on file with the UTP [1A Suppl 1 to FORSCOM Reg 350-2, para 6]. Unit missions may be recorded or filed in any manner, such as on separate index cards for each mission or in an annotated ARTEP. The UML must describe everything the unit might be required to do.

PART IV - YEARLY TRAINING PROGRAM (YTP) (Cont'd)

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*5a. Did leaders prepare a Mission-Essential Task List (METL) on a FORSCOM Form 1-1-R? [FORSCOM Reg 350-2, para 2-1e, 2-6c(1) and 2-6d(1); and Appendix B to Annex B, 1A Suppl 1 to FORSCOM Reg 350-2, para 4 and 5] RC commanders, must identify those mission-essential tasks from the UML that support the unit's wartime mission. This is documented on the unit's METL (FORSCOM Form 1-1-R). Since the METL is the primary basis for the unit training program, the absence of a METL that supports the wartime mission will result in a rating of "Unsatisfactory" for this part. The important point is that the unit has focused on tasks which support the wartime mission.

b. Was the METL approved by the next higher commander in the RC chain of command? [FORSCOM Reg 350-2, para 2-6c(1) and 2-6d(1)] The unit commander should have on hand evidence that the METL has been approved by the next higher commander.

c. Did the METL clearly delineate requirements for subordinate elements of the unit? [Appendix B to Annex B, 1A Suppl 1 to FORSCOM Reg 350-2, para 5] A battalion level METL will include, as a minimum, battalion and company level ARTEP missions (to include supporting tasks). The battalion METL will also include general missions or tasks. Supplemental missions or tasks such as river-crossings, MOUT, airmobile, etc. should be included if recommended by the CAPSTONE headquarters or deemed appropriate. Company METLs will include, as a minimum, company and platoon/sections missions to include supporting tasks. Organic company METLs may be included as annexes to the battalion METL. Company METLs may include those tasks for squad/section, e.g., (CEV, FDC, AVLB, TOW, aviation sections etc.).

*d. Did leaders perform an assessment of the status of all mission-essential tasks? [FORSCOM Reg 350-2, para 2-6c(1) and 2-6d(1); Appendix B to Annex B, 1A Suppl 1 to FORSCOM Reg 350-2, para 6; and FM 25-2, pp 27-30] After tasks have been identified and documented on the METL, an assessment must be made to determine the status of training for each identified task. The use of the codes "T", "A", "I" will be used by the commander during the rating phase (FORSCOM Pam 135-3). Failure to perform an assessment will result in a rating of "Unsatisfactory" for this part. Subordinate leaders may provide input to the assessment process using the "Unit Proficiency Work Sheet" as outlined in FM 25-2, pp 27-30.

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*KEY QUESTION

PART IV - YEARLY TRAINING PROGRAM (YTP) (Cont'd)

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*e. Were mission-essential tasks assessed as "A" or "I" prioritized on the FORSCOM Form 1-1-R? [FORSCOM Reg 350-2, paras 2-6c(1) and 2-6d(1); Appendix B to Annex B to 1A Suppl 1 to FORSCOM Reg 350-2, para 7 and 9; and FM 25-2, pp 27, 30-32, and 46] "A" and "I" tasks are reviewed and a relative priority is determined. Primary consideration is the importance of the task to the wartime mission. METL tasks selected for Post Mobilization Training will also be prioritized (change 2 to FORMDEPS Vol III, Part 3). Failure to prioritize "A" and "I" tasks will result in a rating of "Unsatisfactory" for this part.

*f. Did leaders update the METL as the "T", "A" or "I" training status changed? [FORSCOM Reg 350-2, para 2-6c(1) and 2-6d(1); and Appendix B to Annex B to 1A Suppl 1 to FORSCOM Reg 350-2, para 11] The METL is a living document and must be reviewed/updated as the task training status changes. Commanders should discuss, as a part of monthly training meetings, the training status of tasks trained and review/update the METL to reflect the current training status. The METL is also updated upon completion of annual training. Failure to update the METL will result in a rating of "Unsatisfactory" for this part.

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6. Did leaders develop a YTC which includes: [FORSCOM Reg 350-2, para 2-6c(3) and 2-6d(2); Appendix C to Annex B to 1A Suppl 1 to FORSCOM Reg 350-2; and FM 25-2, Appendix A]

*a. Selected mission-essential tasks from the METL which reflects what the unit will do to achieve it's training objectives and improve the unit's capability to accomplish it's mission?

The YTC should guide and direct the unit's training program. Specific missions or tasks should be listed on the calendar along with major events which can be identified in advance. The degree of detail will vary depending on the type unit and status of training proficiency, but must be sufficient to guide the development of the monthly Training Schedules. It should reflect those high priority Intensive Training (I) and Additional Training (A) tasks plus Trained (T) sustainment tasks (column 7 on the METL). The absence of specific missions or tasks to be trained precludes effective use of the YTC as a phased implementation plan to accomplish identified priorities. A "NO" response will result in a rating of "Unsatisfactory" for this part.

b. Identified weak individual tasks based on the results from the Individual Training Evaluation Program (ITEP) in support of selected METL tasks for training? [AR Reg 350-37, para 1-8] The ITEP formalizes the role of individual evaluations in units and organizations throughout the Army. Commanders should be using the results from the Commanders evaluations, SQT results, and CTT results to assist in adjusting Yearly Training Programs to address individual training weaknesses relating to the wartime mission. AR 350-17 provides detailed guidance as to how ITEP is to be used in the training process. (see Q-9, Part III)

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*KEY QUESTION

PART IV - YEARLY TRAINING PROGRAM (YTP) (Cont'd)

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c. The following NBC training annual requirements? [AR 220-58, para 14a(4), FORSCOM Reg 350-2, para 3-10; FORSCOM Reg 350-13, para 5; and Appendix A to Annex B to 1A Suppl 1 to FORSCOM Reg 350-2, para 9]

____Individual NBC Proficiency Training

____Personnel Decontamination Operations

____@Decontamination Team Training

____Weapons Qualification w/CPOG

____@Conduct Operations In An NBC Environment

____Equipment Decontamination Operations

____Extended Wear of MOPP 4

____@Radiological Survey/Monitoring Team Training

____@Chemical Detection and Identification Team Training

____@FTX with integrated NBC training

@ Not applicable to training base units.

d. ____Other training activities, exercises, evaluations, etc.?
The YTC must include higher headquarters' requirements that impact on training time (e.g., FTX, CPX, weapons qualification, inspections, tests, AT dates), and those priority tasks identified for training during IDT.

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*7. Were unit leaders familiar with the contents of the YTP and was it being used to guide the training effort? (Did scheduled training support tasks included in the YTP and YTC?) [AR 140-1, para 3-1d; NGR 350-1, para 1-6; FORSCOM Reg 350-2, para 2-6c and 2-6d; and Annex B to 1A Suppl 1 to FORSCOM Reg 350-2, para 9-6b]

In order to effectively manage training, commanders should be thoroughly knowledgeable of and be able to articulate the training objectives, priorities, and plans for their units. Subordinate leaders also have training management responsiblities (planning and conducting training at the lowest echelon capable) which cannot be fulfilled if they are not aware of the unit's objectives, priorities, and plans. Leaders and trainers must use the information and plans included in the YTP guidance and YTC to develop training schedules. Training ultimately scheduled and conducted must support the achievement of stated goals and objectives through the training of identified priority weaknesses. A clear correlation should be evident between the YTC and the training schedule. Tasks programed on the YTC and scheduled on the TS are expected to be trained and evaluated to the published standard in Soldiers Manuals and ARTEP/UTPs. Trainers should be following prepared Training Outlines or T&E Plans as appropriate. The absence of correlation or the overall failure on the part of the commander to use the YTP guidance and YTC in planning training will result in a rating of "Unsatisfactory" for this part. (See Training Management, Q-1 and Q-6.)

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*KEY QUESTION

PART V - MOS QUALIFICATION (MOSQ) PROGRAMS

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*1a. Has the commander identified all soldiers on the Unit Manning Report (UMR) who are not MOSC qualified? [FORSCOM Reg 350-2, para 2-2a; and 1A Reg 135-2, para 5] A UMR should identify personnel as qualified or unqualified and their current training program. The evaluator will compare the UMOSC/SSI with the individual's primary and alternate MOSC/SSI. Failure to identify unqualified personnel will result in a rating of "Unsatisfactory" for this part.

b. Number of unqualified soldiers: __________

c. Percentage unqualified based on assigned soldiers: ______________

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*2. Has the commander enrolled all unqualified soldiers in appropriate MOSC/SSI qualification programs? [FORSCOM Reg 350-2, para 2-2a; and 1A Reg 135-2, para 5a and Appendix A] The evaluator will review a sampling of the MOSQ programs. Failure to enroll all unqualified soldiers in appropriate MOSC/SSI producing programs will result in a rating of "Unsatisfactory" for this part. Where unit schools, USAR schools, or non-resident programs are in use, proof of enrollment (orders/school rosters) should be reviewed. Appropriate programs must include those leading to the award of the MOSC/SSI commensurate with the PRC/DMOSC cited for the position to which the soldier is assigned on the MTO&E. If Army Correspondance Course Programs (ACCP) are used, did the subject matter relate to the soldiers present or prospective duty assignment or training need?

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*3. Is the progress of program enrollees checked to ensure that completion dates will be met? (Using a goal of being MOSC qualified within two years of assignment to the duty position.) [FORSCOM Reg 350-2, para 2-2a; and 1A Reg 135-2, para 5a and b, and Appendix A, para 2b(2)a] During the review of the MOSQ programs, the evaluator will determine whether or not the programs, once established, are being adequately checked to include the status of enrollees attending formalized schools (AC and USAR). Was a system developed to monitor ACCP enrollee progress? The evaluator will randomly sample enrollees to determine if they are aware of program requirements. Failure by the unit chain of command to monitor programs constitutes a rating of "Unsatisfactory" for this part.

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4. If Supervised On-The-Job Training (SOJT) programs are used, do they list specific tasks and performance objectives to be accomplished by each individual? [1A Reg 135-2, App A, para 1a and 1b] When SOJT programs are used, they should be tailored to the experience level of each individual and the requirements of the duty position as found in appropriate SM, Job Books, or Trainers Guide. Pre-testing and evaluating an individual's civilian experience, etc., are methods of tailoring programs.

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*KEY QUESTION

PART V - MOS QUALIFICATION PROGRAMS

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5. Did the commander take action to award the appropriate MOS code (MOSC/SSI) upon completion of program requirements? [1A Reg 135-2, para 5a and 5b(1)(h)] Upon completion of an appropriate MOS qualification program, the commander takes action leading to award of the new MOSC. The evaluator will review this documentation along with completion records.

6a. Did commander's of MI/ASA units effectively use CTF Dix IAW FORSCOM Reg 350-2, Appendix D? Soldiers holding MI MOS's and assigned to MI/ASA units will train at the supporting CTF a minimum of twelve days or six IDT/ADT (MUTA 4) periods per training year - MOS: 05H, 98C, 98G, 33S/T/R, 96B, 97E Skill Levels 1-4.

b. Is the unit in compliance with the provisions of AR 611-6 to test linguists annually? TPU commanders are responsible to establish an annual re-evaluation testing program for all linguists trained at government expense, or SM in a language dependent MOS, whether or not received at government expense.

PART VI - APPEARANCE

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*1. Were uniforms neat, clean, standard, and properly worn? [AR 670-1, para 1-9 thru 1-18, and 3-5] Soldiers should maintain a uniform, high standard of dress and appearance. Uniforms should be properly fitted, clean and serviceable. Uniforms will be kept buttoned, zippered and snapped; boots and shoes should be clean. Sleeves that are rolled should be at the military standard (above the elbows) with camouflage side out. Civilian jewelry, pens, pencils, etc., should not appear exposed on the uniform. Only female soldiers are authorized to wear earrings (screw-on or post-type, not to exceed 1/4 inch diameter). These may be worn with service or mess dress uniforms only. A disregard for uniform standards will result in a rating of "Unsatisfactory" for this part.

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*2. Were individuals' sideburns, mustaches, and hair neatly trimmed to appropriate lengths? [AR 670-1, para 1-8] Hair should be neatly groomed. The length or bulk of the hair should not be excessive or present a ragged, unkempt or extreme appearance. Hairstyles (male or female) should not interfere with the proper wearing of military headgear. The face should be clean-shaven, and mustaches and sideburns should be within AR 670-1 standards. Beards may be grown only when prescribed by appropriate medical authority, not to exceed 1/4 inch, and a current profile is on file. If a significant number of soldiers present a poorly-groomed, unkempt appearance, a rating of "Unsatisfactory" for this part will apply. The "number" of soldiers will be determined based on the size of the unit and whether senior members of the chain of command "example setters" do not meet grooming standards. Additionally, the evaluator will consider command emphasis/interest and knowledge of established grooming standards.

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*3. Did the unit have an effective weight control program? [AR 600-9] An effective program is indicated by: a record of semiannual weigh-ins to identify overweight soldiers; timely enrollment in the weight control program and suspension of favorable actions submitted and placed in the soldier's 201 file; monthly weigh-in of soldiers on the program followed by unit commander counselling; and did the commander follow separation procedures outlined in AR 600-9, para 20j for soldiers not making satisfactory progress? Commanders should ensure compliance with this regulation as it applies to all soldiers both AC and RC. Noncompliance will result in a rating of "Unsatisfactory" for this part.

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*KEY QUESTION

PART VII - TRAINING LEADERSHIP

1a. An organization's leaders (officers and NCOs) have direct impact on planning, resourcing, conducting, supervising and assessing training. Unit leader effectiveness in selected key evaluation criteria areas is summarized as follows:

PART	KEY QUESTIONS	Ques. Ref.	SAT	UNSAT	Comments
(II)	Conduct of Training:				
	o Use of performance-oriented training	(2)			
	o Effective use of time	(6)			
(III)	Training Management:				
	o Tng sched correlate to YTP/YTC	(1)			
	o Adherence to tng sched	(4)			
	o Prep of training and coordination of resources	(10)			
(IV)	Yearly Training Program:				
	o Unit has a YTP	(1a)			
	o Preparation of METL	(5a)			
	o Initial assessment of tasks	(5d)			
	o Prioritization of "A" & "I" tasks	(5e)			
	o Update of task status	(5f)			
	o Selected METL tasks on YTC	(6a)			
	o Use of YTP (YTC/METL)	(7)			
(VI)	MOS Qualification Program:				
	o Identification of unqualified soldiers	(1a)			
	o Enrollment in appropriate programs	(2)			
	o Checking for adequate progress	(3)			

b.* Based on a review of the above key evaluation indicators, OVERALL training leadership within this unit ("SATISFACTORY") ("UNSATISFACTORY"). The Army standard is based on the results of selected key questions within the PARTS identified above. If two or more PARTS receive an "UNSAT", Training Leadership will be rated as Unsatisfactory. Based on Army standards and the results above, the evaluator will make specific comment as to those possible leadership factors which relate to the key questions. Examples of leadership factors are: An effective system for developing leadership capabilities of subordinate leaders [AR 350-17; FORSCOM Reg 350-2, para 1-3e, 2-2c, 2-2e,f and 2-4a]; Effective supervision of unit members during training and active participation during training by the chain of command to ensure training is conducted to standard and effective use of available time is made [FORSCOM Reg 350-2, para 1-3b and d].

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* KEY QUESTION

PART VII - TRAINING LEADERSHIP (Cont)

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2. Was there an effective system for developing the leadership capabilities of subordinate leaders? [AR 350-17, para 4c; and FORSCOM Reg 350-2, para 1-3d, e, and g, 2-2c, e & f, and 2-4a] (Monitorship of officer professional development and branch qualification, use of formal leadership schools, the scheduling of officer and NCO professional development training.)

While formal leadership training is accomplished at service schools, leadership academies, and unit schools, the commander still has the responsibility to develop the leadership capabilities of his subordinate leaders. The NCODP provides the unit with an in-house method for developing and improving each NCO's technical and tactical proficiency. The commander also has the direct responsibility for preparing his/her subordinate officers for combat. The ability to apply sound principles of established tactical doctrine to the specific conditions of Mission, Enemy, Terrain, Troops and Time available (METT-T) must become second nature.

PART VIII - SPECIAL AREAS OF INTEREST

TRAINING UNDER CAPSTONE

1. Has the unit commander received a copy of the wartime mission letter? [FORSCOM Reg 350-4, para 2-2.9, (1)

2. Has the unit commander received SOPs and policies pertaining to the wartime mission? [FORSCOM Reg 350-4, para 2-2.9, (2)]

3. Has the unit planned to participate in vertical training with its CAPSTONE headquarters? [FORSCOM Reg 350-4, para 2-2b]

4. Does the unit training program reflect the additional resources available from the active component sponsor during both IDT and AT? [FORSCOM Reg 350-4, para 3-3a]

DINING OPERATIONS

1a. Did the unit prepare an appetizing and adequate meal? [FM 10-25]

b. Was the meal prepared under sanitary conditions? [AR 40-5, para 6-1b; NGR 30-1, para 1-9]

c. Was the catered meal equal to content prescribed by the 14 Day Menu Cycle SB-10-263? [AR30-1, para 3-32c(2)b] (USAR ONLY)

2. Were the following dining facility documents available and properly used? [AR 30-1; NGR 30-1, para 3-8 and Appendix C; and FM 10-23, para 1-8]

________ Production Schedule [AR 30-1, pg 3-57, Figure 3-6, para 3-53: and NGR Reg 30-1, App c, para C-3]
________ Recipe Cards [AR 30-1, para 3-53c; and NGR 30-1, App C, para C-3]
________ Cash Meal Payment Sheet [AR 30-1, para 3-55; and NGR 30-1, para C-5]

3. Indicate the number of rations drawn and fed. ________ drawn ________ fed

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PART VIII - SPECIAL AREAS OF INTEREST (Cont)

HANDS ON TRAINING (HOT)

1. Does the unit have a HOT mission? (1A Req 350-7)

2. Does the unit have the following:

   a. A copy of the HOT mission assignment directive from the higher headquarters?

   b. A copy of 1A Req 350-7?

   c. The name of HOT point of contact at the unit and higher headquarters?

   d. The number of soldiers by MOSC involved in HOT mission?

   e. A sound, workable HOT SOP?

3. Is HOT programmed in the YTP and then scheduled on the YTC?

4. Does the HOT mission relate to the unit's CAPSTONE guidance?

5. Are supervisors rotating tasks to ensure maximum participation by all soldiers in the unit?

6. Is there a procedure to record and check progress of soldiers participating in the HOT mission (proficiency testing of soldiers)?

COMMON TASK SKILLS SAMPLING

1. The following Common Task was sampled:

   SM Task Number____________________Title____________________________

   Date(s) Task was Trained____________________

2. A random sample was taken of ____Officers_____NCOs and______EM.

3. Of that sample ______Officers_______NCOs and ______EM were rated "GO".

PART IX- HEADQUARTERS EVALUATIONS

When Headquarters elements are evaluated, the evaluator will seek answers to the following questions from the primary training officers -(Cdr, S3 or XO of the headquarters element).

1. TRAINING GUIDANCE

a. Did the unit receive clear and timely training guidance from the next higher headquarters? [FORSCOM Reg 350-2, para 1-4, 2-6a&b; FM 25-2; Annex B to 1A Supplement 1 to FORSCOM Reg 350-2, para B-3a]

Good training plans are based on guidance from higher headquarters and evaluation feedback on current unit and individual proficiency. Commanders above battalion/separate company/detachment level and below State Adjutants General and MUSARC level will publish training guidance and, as a minimum, a two year training calendar annually to aid subordinate commanders in preparing YTP's. Training guidance will include training goals and objectives, command guidance/priorities, events, support requirements, and resource allocations. Commanders will use the training calendar from higher headquarters to develop Yearly Training Programs aimed at improving wartime mission capability. The appropriate Soldiers Manuals, Trainers Guides, ARTEPS, and recommendations outlined in FORSCOM Forms 1-R/2-R should also be used in preparing YTPS.

b. Did subordinate unit commanders provide adequate input for the development of the YTP? [Appendix A to Annex B to 1A Supplement 1 to FORSCOM Reg 350-2, para 3d].

Prior to YTP preparation, company and detachment commanders must provide to battalion a current training assessment of their unit. Without timely input, battalion commanders cannot make an adequate assessment of the overall battalion training requirements based on strengths, weaknesses, and availability of resources.

c. Was the headquarters training guidance provided to subordinate units sufficiently flexible to allow for reasonable changes based on periodic assessments of training status? [Annex B to 1A Supplement 1 to FORSCOM Reg 350-2, para B-5]

Training documents are considered working documents. Periodic changes may be appropriate as commanders update the training status. Changes to Training Schedules should be kept to a minimum; however, a commander should be allowed the flexibility to make minimal changes based on training proficiency need or opportunity.

PART IX-HEADQUARTERS EVALUATIONS (Cont)

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2. TRAINING SUPPORT/ASSISTANCE

a. Has the headquarters requested and received training support from its next higher headquarters? [FM 25-3, Chap 1]

The evaluator will determine whether or not the unit had requested and received training support (personnel, equipment, and facilities) from other sources. The evaluator will make specific comment in cases where support has been requested and could not be provided.

b. Has the headquarters requested and received assistance from its supporting Readiness Group?

The headquarters should have a copy of the "Training Assistance Catalog" from its supporting Readiness Group outlining the assistance that can be provided. The command should be making maximum use of the Readiness Group when assistance is required. The evaluator will make specific comment in cases where assistance had been requested and could not be provided.

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3. TRAINING SUPERVISION

a. Is the headquarters (BN/BDE) commander personally involved in the approval of subordinate unit METLs? [FORSCOM Reg 350-2, para 2-6c(1); Appendix B to Annex B to 1A Supplement 1 to FORSCOM Reg 350-2, para 3; FORSCOM Pam 135-3, para 1-4m(2)]

The METL is the documentation of the assessment phase and tool to monitor training status and progress. To reduce the administrative workload of the subordinate units, battalion commanders will determine if organic companies will have sole responsibility for the preparation of the METL or will provide input for the preparation of the METL by the controlling headquarters. It is imperative that the controlling commander become involved in the development of the subordinate unit METLs. The evaluator will comment on the extent of the commanders involvement in the METL preparation and approval process.

b. Does the headquarters have an ongoing system to monitor the execution and status of subordinate unit training?

The evaluator will consider the YTP preparation and METL approval process; Training Schedule approval process; staff visit programs; Battalion training meetings; and other systems designed to provide feedback on the current status of training.

PART IX - HEADQUARTERS EVALUATIONS (Cont)

c. How does the headquarters training manager use the feedback to influence future training?

Training Managers must use feedback to improve existing training, make changes to long-term programs if appropriate and shape future training guidance. The evaluator will comment on constructive use of training feedback.

ANNEX Z

Individual Training Evaluation Program

1. Purpose: This annex establishes a uniform policy for the conduct of the Individual Training Evaluation Program (ITEP) within all units subordinate to the 99th US ARCOM. Exceptions to this policy will be granted only by the DCST, 99th ARCOM.

2. References:

a. AR 350-37

b. DA Pam 350-37

c. DA Circular 350-XX-1

d. Soldier Training Publication 21-1-SMCT

e. Soldier Training Publications for individuals DMOS

f. 99th ARCOM Training Guidelines - TYXX

3 General:

The Individual Training Evaluation Program (ITEP) is a two year, continuous system. Commanders are to utilize all three facets of ITEP; Skill Qualification Test (SQT), Common Task Test (CTT), and Commanders Evaluation (CE) to determine technical expertise and combat survivability of individual soldiers. Through a comprehensive, well planned ITEP, first line supervisors through Group Commanders can evaluate training effectiveness and/or weaknesses and take corrective action leading to increased unit and individual mobilization preparedness.

4. Responsibilities:

a. Commanders will implement the unit ITEP IAW references 2a & 2b.

b. Individual Training is NCO business. Commanders at all levels should ensure that NCOs are given the responsibility for Test Site Manager, CTT Point of Contact, and TSO/ATSO/DTSO wherever possible.

c. Commanders must comply with Chapter 2, reference 2b in the appointment of individuals handling ITEP materials.

d. Training Standard Officers and Alternate Training Standard Officers must be full time personnel IAW reference 2b. This headquarters recommends that Deputy Training Standard Officers at Battalions be full time personnel where feasible.

e. DTSCs will maintain updated files on:

(1) Number of soldiers eligible/tested for SQT and CTT by subordinate unit.

(2) SQT windows and schedules for each MOS within subordinate units.

(3) CTT schedule by subordinate unit.

f. Unit Commanders will maintain updated records on:

(1) Eligibility roster by name for SQT and CTT.

(2) SQT windows and individual rosters for all eligible personnel.

(3) CTT individual rosters.

(4) Commanders Evaluation results.

5. Skill Qualification Test(SQT):

a. Eligibility determination will be IAW para 4-4, AR 350-37. The following clarifies eligibility criteria referenced above and establishes local command policy.

(1) USAR soldiers will be administered the SQT which corresponds to their DMOS including skill level, i.e. an E4 in DMOS 75D20 would be administered 20 level test for 75D; exception will be soldiers slotted over grade, i.e. an E6 in DMOS 76Y20 would be administered 30 level test for 76Y.

(2) AGR/AC personnel assigned will be tested annually IAW reference 2a. AC personnel assigned will be tested in their primary MOS.

b. Commanders will provide all soldiers with the SQT notice for members' MOS NLT 60 days prior to testing.

c. Unit commanders will ensure that each eligible USAR soldier, skill level 1 thru 4, is tested biannually. Commanders have the perrogative to administer the SQT annually if desired. Soldiers failing to obtain a score of 70 or above will be retested during the next available test window.

d. Commanders will maintain a current roster, subject to inspection by higher headquarters, indicating when member last took SQT and score.

e. A copy of the Individual Soldier Report (ISR) will be maintained by the commander or his training representative to be utilized to indicate unit collective weaknesses. Collective weaknesses will be retrained at the first opportunity at the lowest level feasible.

f. The ISR will be provided to soldiers first line supervisor who has the responsibility to review SQT results with the soldier and provide a plan of education to overcome training weaknesses.

g. SQT scores and individual weakness will not be utilized in Enlisted Personnel Management System.

6. Common Task Test(CTT):

a. Eligibility determination will be IAW para 2-1, AR 350-37. The following clarifies eligibility criteria referenced above and establishes local command policy.

(1) Soldiers skill level 1 thru 4 will be administered the CTT on a biannual basis. Soldiers not completing Basic Training are not eligible. Soldiers not receiving a "GO" on 70% of CTT 17 tasks will be tested the following year.

(2) AGR/AC personnel assigned will be tested annually IAW reference.

b. Commanders have the perrogative to test personnel annually on the CTT if desired.

c. Commanders will provide all soldiers with their CTT Notice NLT 60 days prior to testing.

d. It is the policy of this command that CTT training be integrated with other individual and unit training throughout the training yeer rather than held in a "round robin" fashion. As an example, rifle task training should be conducted and evaluated during weapon qualification. All CTT training and test administration will be reflected on the unit training schedule.

e. It is strongly recommended that all soldiers, officer and enlisted, be administered the CTT. Mark Sense Forms for E-8, E-9 and Officers will not be forwarded above MSC level.

f. Collective training weaknesses discovered through results of Common Task Testing will be retrained at the earliest opportunity and at the lowest level practical.

7. Commanders Evaluation(CE):

a. The Commanders Evaluation provides the first line supervisor and above with immediate feedback of training effectiveness. CE will be utilized to the fullest extend possible by every level of supervisor. This headquarters suggests the following as minimum goals for the Commanders Evaluation:

(1) Unit Commanders/1st Sergeants personally conduct CE on 10% of their soldiers using both CTT and individual SQT tasks. Number of CE's conducted and results will be reported to DTSO at next higher headquarters which will maintain a file on CE results subject to inspection by higher headquarters.

(2) Battalion Commanders/CSM personally conduct CE on 2% of their soldiers. CE results will be maintained by battalion DTSO.

(3) DRUs will send CE results to TSO 132, 99th ARCOM.

b. Training weaknesses uncovered through Commanders Evaluation will be listed on the unit training schedule at the earliest opportunity.

8. Reports:

a. Subordinate TSOs will telephonically report the following information to the ITEP Office the first working day of the month, with written report to reach DCST NLT five working days after the first of the month:

(1) Number of SQT MSFs forwarded to ITED the previous month.

(2) Number of ISRs received from ITED the previous month.

(3) Number of soldiers passing SQT during previous month.

(4) Number of soldiers failing SQT during previous month.

(5) Number of CTT MSFs forwarded to ITED the previous month.

(6) Number of soldiers passing CTT during previous month.

(7) Number of soldiers failing CTT during previous month.

b. Subordinate TSOs/DTSOs will report number of soldiers eligible to be administered SQT/CTT during current two year tracking period. Initial report will be due NLT 1 November 1986 with subsequent changes reported quarterly.

ANNEX AA

OPPORTUNE AIRLIFT

1. FORSCOM Regulation 350-3.

2. Opportune Airlift ia a nonrevenue form of airlift for personnel who meet the transportation aboard military aircraft requirements as stated in DOD Reg 4515-13R. The Air National Guard (ANG) and/or Air Force Reserves (AFRES), in cooperation with MAC, provide Opportune Airlift within CONUS with their unit equipped aircraft (C130, C141) as a by-product of flying hours for training. Nonrevenue Opportune Airlift, since it is a by-product of training hours, is very limited.

3. It is important that all users of Opportune Airlift fully understand that it is provided under basically the same rules as space available travel for individual travelers, i.e., there is no guarantee that airlift will be provided, users may be subjected to inconveniences when space required passengers and cargo are generated, etc.

4. Opportune Airlift missions are not flown outside CONUS, eg, Puerto Rico, Virgin Islands, Alaska and Hawaii.

5. Opportune Airlift missions are point-to-point only. No tactical events are authorized, eg, assault lands, airdrops.

6. For Opportune Airlift requests within CONUS, a request has a better chance of being supported if it is submitted early, a large window for pickup and delivery is provided, and alternate onload and offload sites are provided.

7. The C130 aircraft normally has a maximum of 90 passenger seats available or 30,000 pounds allowable cargo. Requests exceeding one aircraft load are unlikely to be supported. Requests with minimum passengers/cargo provide little training for aircraft loadmasters and are unlikely to be supported. Prior to requesting nonrevenue transportation support, the requester will ascertain that the transportation doe not fall into a reimbursable revenue category, eg, transportation to and from Annual Training by Reserve Forces is reimbursable.

8. Requests for nonrevenue Opportune Airlift will be submitted through command channels to Commander, FORSCOM, Fort McPherson, GA, ATTN: AFOP-TAS, with info copy to HQ, MAC, Scott Air Force Base, IL, ATTN: TRKS/DOOFT. See paragraph 11 below for format. Prior coordination between AFRES/ANG units and users greatly improves chances for support.

a. FORSCOM evaluates and validates all USA requests. Once done, FORSCOM forwards the requests to HQ, MAC/TRKS. NOTE: FORSCOM does not arrange the Opportune Airlift mission.

b. HQ, MAC/TRKS reviews each request to ensure:

(1) Funds are not available to qualify for Special Assignments Airlift Missions (SAAM).

(2) The cargo/passengers are eligible for air transportation IAW DOD 4515-13R.

c. The requests are then forwarded to HQ, MAC/DOOFT who:

(1) Screen requests to prevent inappropriate use of Opportune Airlift.

(2) Issue a control number for approved requests and forward the request to HQ, AFRES/DOOM. (AFRES supports more Opportune requests than the ANG).

d. HQ, AFRES validates each requests to ensure compliance with AFRES policies.

(1) Approved requests are published in a weekly "shopping list" of available Opportune missions.

(2) The "shopping list" is sent to AFRES C-130 units and FORSCOM/AFOP-TAS.

e. AFRES units select missions from the "shopping list" which are compatible with their scheduled training. After coordination with Reserve NAFS and HQ, AFRES Opportune coordinators, the flying unit then notifies the user and arranges the cargo/passenger movement. NOTE: Prior coordination between the user and an AFRES unit improves the chance that the mission will be selected from the "shopping list".

f. ANG Opportune Airlift will be arranged by prior coordination between the user and an ANG unit.

(1) Users will include which ANG unit has indicated support for their mission on the Opportune requests.

(2) HQ, MAC/TRKS and DOOF will process the request and assign a control number.

(3) HQ, MAC/DOOR will then pass the information to the appropriate agencies.

9. Opportune Funding: a. Normally, Opportune Airlift is a by-product of training and no funding is required. However, if a Reserve flying unit wants to support a request but has no per diem, they may contact the user to arrange funding.

b. Definitions: Per Diem: TDY and travel expenses of Reserve units for days of travel.

10. AFRES Policies: Although AFRES tries to support round-trip missions, users should be alert to the fact that Opportune Airlift has the lowest priority and that AFRES can offer no guarantee of support.

11. Standardized Opportune Airlift request format (may be message or letter):

FROM: (Requesting HQ) (Thru Command Channels)

TO: CDR FORSCOM FT MCPHERSON GA 30330//AFOP-TAS//

THRU: Channels (Include First US Army, ATTN; AFKA-TR-UX

HQ MAC SCOTT AFB IL 62225/TRKS/DOOFT/DOOML//

CF: HQ AFRES ROBINS AFB GA 31098//DOOM//

HQ ANGSC ANDREWS AFB MC 20331//DOC//

SUBJECT: OPPORTUNE AIRLIFT REQUEST

1. REQUESTING UNIT: (NAME, LOCATION)

2. PURPOSE OF TRIP:

3. PASSENGERS: (NUMBER, STATUS: TDY, LEAVE, ETC)

4. CARGO: (DESCRIPTION, CUBE, WEIGHT)

5. ITINERARY:

AIRFIELD/ICAD	DATE/TIME (ZULU)
DEPART	NET
ARRIVE	NLT
DEPART	NET
ARRIVE	NLT

6. POINT OF CONTACT: (NAME, RANK, DUTY/HOME PHONE).

7. PER DIEM IS/IS NOT AVAILABLE (SELECT ONE).

8. REQUESTER (POC): (NAME, OFFICE SYMBOL, PHONE NUMBER)

ANNEX BB

MOBILIZATION TRAINING

1. Reference First Army Reg 135-1.

2. General. This Annex outlines current guidance on the conduct of Operation MINUTEMAN, the scheduling of Mobilization Workshops and Mobilization CPX.

3. Guidance.

a. Operation MINUTEMAN is a mobilization training exercise to be conducted by all units of the 99th ARCOM. Each unit will schedule and execute Operation MINUTEMAN triennially. Units should plan for this excercise to be conducted during a MUTA-4. (Note: Units may conduct this exercise during a MUTA-5.) The Letter of Instruction may be obtained from the 99th ARCOM DCSOPS, AFKA-ACE-OP-M.

b. Mobilization Workshops will be conducted bienneally with DRUs and MSCs Headquarters Staff. MSC's will also conduct workshops with their subordinate units biennially. Workshops will consist of lectures, briefings, seminars and functional work group sessions.

c. A Mobilization CPX will be conducted by First Army biennially with 99th ARCOM Headquarters. This exercise will be two days in duration and will include an examination of alert notification and assembly procedures; the post-mobilization organization and functions; the ability to command, control, communicate with and support subordinate units; the ability to comply with reporting requirements; and the overall validation of the ARCOM Mobilization Plan.

4. Responsibilities.

a. 99th ARCOM

(1) Coordinate with MSC's Headquarters and DRU's in the scheduling of their Operation MINUTEMAN triennially.

(2) Schedule a Mobilization Workshop biennially with MSC's Headquarters and DRU's.

(3) Coordinate with First Army DCSOPS for the scheduling of a Mobilization CPX biennially.

(4) Monitor the scheduling of Operation MINUTEMAN and Mobilization Workshop of all ARCOM units.

b. MSC.

(1) MSC's will ensure that each of its units schedule Operation MINUTEMAN triennially. MSCs will submit a copy of the scheduled exercises to this Headquarters, ATTN: AFKA-ACE-OP-M by 1 October annually.

(2) MSCs will administer, control and assist the units as they undergo Operation MINUTEMAN.

(3) MSCs will coordinate scheduling it's HHC/HHD/HHB for Operation MINUTEMAN triennially with this Headquarters, ATTN: AFKA-ACE-OP-M (Mobilization Division).

(4) MSCs will ensure that each of it's units schedule a Mobilization Workshop biennially.

(5) MSCs will participate in ARCOM Mobilization Workshops.

c. DRU.

(1) Coordinate scheduling Operation MINUTEMAN triennially with this Headquarters, ATTN: AFKA-ACE-OP-M (Mobilization Division).

(2) Participate in ARCOM Mobilization Workshops.

ANNEX CC

PREPARATIONS FOR OVERSEAS DEPLOYMENT TRAINING

1. References:

a. AR 350-9, Reserve Component Overseas Deployment Training with Active Component Commands.

b. FORSCOM Supplement 1 to AR 350-9, Reserve Component Overseas Deployment Training with Active Component Commands.

c. USAREUR Supplement 1 to AR 350-9, Reserve Component Overseas Deployment Training with Active Component Commands.

d. USAREUR Pam 550-2, Customs Information - Customs Information for US Units Deploying to the Federal Republic of Germany.

e. First Army Regulation 350-5, Employment of US Army Reserve Maneuver Area Command and Maneuver Training Commands in support of Reserve Component Units.

2. General: Annually, FORSCOM develops and publishes a Five Year ODT Plan that identifies units selected for participation on OCONUS exercises, by year.

3. Purpose: This Annex establishes pre-deployment training requirements for units selected for participation in OCONUS exercises. It also explains and/or establishes plans, policies, and procedures for monitoring the pre-deployment training, and the deployability of these units.

4. Responsibilities:

a. Headquarters, First US Army:

(1) Sends Draft Five Year Overseas Deployment Plan to MUSARCs for comments and recommendations and provides final comments to FORSCOM.

(2) Reviews the CAPSTONE mission, training, and readiness status of units nominated for OCONUS exercises.

(3) Upon notification of unit's selection for participation in an OCONUS exercise, notifies the MUSARC of the unit's selection.

(4) Provides guidance for the development of a Three Year Training Plan and Calendar for the training and evaluation of the unit prior to OCONUS training.

(5) Coordinates the development of training plans with the appropriate MUSARC and RG.

(6) Reviews the unit's Three year Training Plan/Calendar.

(7) Coordinates training assistance and support of the unit from the Readiness Group, MAC/MTC, Mobile Training Teams (MTT), etc.

(8) Reviews periodic Training and Readiness Reports, Training Evaluations (TE), inspection results, and other evaluations of the unit to determine if additional assistance is required.

(9) Participates in periodic In-Progress-Reviews (IPR) to determine unit status.

(10) Ensures preparation of USAR units prior to participation in OCONUS exercises.

(11) Evaluates Exercise After Action Reports and disseminates lessons learned to other units scheduled for participation in an OCONUS exercise.

b. Readiness Groups:

(1) Provide advice and assistance to RC commanders in matters relating to training, administration, logistics, strength and unit readiness.

(2) Give branch and functional team assistance to units in assigned areas.

(3) Provide Maintenance Assistance and Instruction Team (MAIT) support to USAR and supplemental support to ARNG units.

(4) Assist units preparing requests for MAC/MTC support.

(5) Validate exercise documents prepared for ARTEP evaluations in accordance with 1A Reg 350-5.

c. 99TH ARCOM:

(1) Review the readiness status of subordinate units and nominate units to participate in OCONUS exercises.

(2) Upon notification of a unit selection, issue mission guidance and task units to develop Three Year Training Plans/Calendars.

(3) Review, approve and forward information copy of the unit's approved Three Year Training Plan/Calendar to Headquarters, First US Army, ATTN: AFKA-TR-UX.

(4) Insure that required training IAW FORSCOM Reg 350-2 is conducted.

(5) Review all training reports of units to include 1-Rs, 78-Rs, IG reports, OTE visit comments, MOS qualification reports, etc.

(6) Schedule periodic In Progress Reviews (IPR) to review unit's status.

(7) Consolidate and rank order the exercise requests from subordinate units and submit them to this Headquarters NLT 1 December annually.

(8) Ensure that internally generated personnel turnovers are eliminated within eighteen months prior to unit's deployment.

(9) Ensure that unit is prepared for movement.

d. Major Subordinate Commands (MSCs):

(1) Intensely manage RCODT planning and execution of Administrative Requirements for those units selected for participation. Administrative requirements of special interest are:

a. USAREUR Driver Training and Licensing.

b. Dental Exams and Panographic X-Rays.

c. Intelligence and Threat Briefings.

d. RCODT Briefing.

e. Handling of Classified Information.

f. Passport Requirements (if applicable).

(2) Assist 99th ARCOM in accomplishing those tasks as outlined in paragraph 4c above.

(3) Schedule periodic In Progress Reviews (IPR) with DCST at least semi-annually.

5. Training Plans:

a. Units scheduled for OCONUS exercises will develop a Three Year Training Plan. However, planning will begin on notification if it occurs less than three years prior to deployment. This plan will be developed after reviewing the training and readiness status of the unit and will incorporate any CAPSTONE mission guidance. This plan will provide for the training and evaluation of the unit on the individual and collective tasks that the unit will be expected to perform during the overseas exercise. The training plan will maximize mission training in a field environment.

b. The training plans must be submitted to this headquarters for approval, ATTN: AFKC-ACE-T-U, within 120 days after notification of ODT. Training reports, results of inspections and other evaluations will be reviewed by this Headquarters to identify potential problems and/or requirements for additional assistance. Periodic In-Progress-Reviews will be conducted to determine the unit's status and progress in meeting is training goals.

6. Three Year Training Cycle.

a. During Dec/Jan each year, to coincide with two year guidance/calendar, MUSARCs will review training and readiness data for units projected for an OCONUS exercise in the current FORSCOM Five year ODT Plan. The MUSARC will provide training guidance for those that are within four years of deployment and review them to set up a three year plan as outlined above. When time is available, the plan will be structured as follows:

(1) YEAR ONE: Units will emphasize completion of individual MOS Qualification and survival skills and attainment of squad/platoon proficiency in collective training tasks. Units will coordinate with MUSARC for support of the second year ARTEP exercise. Requests for MAC/MTC or AC partner support will be forwarded thru the MUSARC.

(2) YEAR TWO: Collective training tasks on the Mission Essential Task List (METL) will receive priority treatment. The commander will select mission essential tasks most likely to be performed during the OCONUS exercise. Units will undergo an external ARTEP evaluation/CPX during the second year. It is imperative that the unit's chain of command actively participate in exercises whenever possible. The evaluators conducting the exercise will assist the unit in those areas requiring improvement upon the Commander's request. The initial deployability capability of the unit will be evaluated during this exercise.

(3) YEAR THREE: (Deployment Year) Training on tasks requiring improvement will continue until deployment. One year prior to actual OCONUS deployment the higher headquarters (MUSARC) will evaluate unit deployment and verify unit status to First Army.

7. **Evaluation Exercise:**

a. An external ARTEP (Units) at the level the unit will be operating during the OCONUS exercise will be conducted the year prior to the unit's deployment. This ARTEP/CPX will be a key element in the evaluation of the unit's deployability. The development of tailored exercises requires extensive preparation time. Exercises are to be planned well in advance and must become prominent entries in the unit's three year training plan.

b. The Reserve Component higher headquarters, MAC/MTC, Active Component, or mix of the three will conduct or support the ARTEP for the unit. If a MAC/MTC or an AC unit conducts the external ARTEP, early coordination and planning with the RC headquarters and the unit must be accomplished. The Readiness Group supporting the exercising unit will validate exercise documents as outlined in the reference le. Exercises must meet the unit commander's training objectives, and be appropriate for the amount of the time allocated.

c. First US Army has approval authority for acceptance, cancellation, or changes to exercise requested submitted by MUSARCs. First US Army will establish priorities and assign missions to the MTCs. Units selected for ODT should ensure that the requests for support are submitted on time. By following the three year plan this will be done.

8. The importance of unit preparation for OCONUS exercises cannot be over emphasized. Close coordination by all organizations concerned is required to ensure that units have successful ODT exercises.

The proponent agency of this regulation is Deputy Chief of Staff, Training, HQ 99th ARCOM. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications) to HQ, 99th ARCOM, ATTN: AFKA-ACE-T-U, Oakdale, PA 15071-5001.

FOR THE COMMANDER:

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